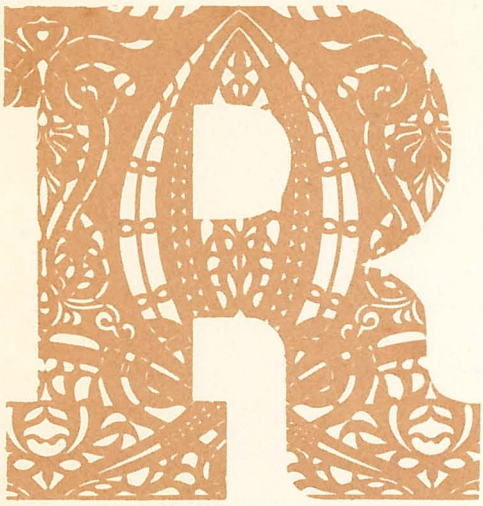
ROOSEVELT UNIVERSITY BULLETIN

THE COLLEGE OF BUSINESS ADMINISTRATION 1964/65



THIS CATALOG NUMBER of The Roosevelt University Bulletin announces the offerings of the College of Business Administration for the academic year 1964-1965. However, the University reserves the right to make whatever changes in policy may be necessary from time to time. For information regarding semester course offerings and class hours, see the class schedules published by the University prior to the opening of each semester.

FOR INFORMATION regarding the College of Arts and Sciences or the Chicago Musical College of Roosevelt University, see the special catalogs issued by those colleges. For information regarding the Graduate Division or the Division of Continuing Education and Extension, see the catalogs issued by those divisions.

ROOSEVELT UNIVERSITY BULLETIN is published by Roosevelt University five times a year in January, April, May, June, and August, at 430 South Michigan Avenue, Chicago, Illinois. Entered as second class matter at Chicago, Illinois.

VOLUME 20 MAY 1964 NUMBER 3

bulletin of

THE COLLEGE OF BUSINESS ADMINISTRATION

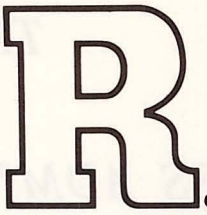
undergraduate division

1964 • 1965

ROOSEVELT UNIVERSITY

430 South Michigan Avenue, Chicago, Illinois 60605

phone 922-3580
(Area Code 312)



OOSEVELT UNIVERSITY was founded in 1945 to provide opportunity for learning and teaching in conditions of freedom and equality. The University's educational purpose is to produce well-informed, thoughtful individuals capable not only of adapting themselves to the world as they find it, but also of thinking critically and constructively about that world, so that they may act effectively for the betterment of human institutions. The University seeks to provide this opportunity and achieve its purpose by:

Admitting to its membership both teachers and students on the basis of individual merit and without regard to race, color, or creed;

Maintaining full freedom of inquiry, teaching, and expression of opinion in the spirit of the Constitution and laws of the United States;

Providing a high degree of participation by teachers and students in the government of the University, under conditions which ensure that those who have rights also share responsibilities;

Setting a goal of excellence in its teaching and research programs in the liberal arts, the sciences, and the professions, and expecting that teachers and students alike will strive toward this goal to the maximum of their powers;

Ensuring that, from the standpoint of location, time, and cost, its educational facilities are made as accessible as possible to all qualified students.

CONTENTS

2 Location
3 Calendar
5 Admissions Procedures
11 Major Programs of Study
13 Other Programs of Study
15 Veteran's Affairs
16 Requirements for Degrees
17 University Honors
18 Student Services
- Educational, Personal, and Vocational Counseling
- Remedial Programs
- Aids to Improve Scholarship
- Health Service
- Placement
- Sports and Recreation

22 Student Activities
23 Scholastic Regulations
27 Degree and Certificate Programs in Business Administration
32 Other Programs of Study
- Graduate Programs
- Pre-Legal Programs
- Certificate Programs

40 Description of Courses
- Accounting
- Advertising
- Business Law
- Business Teacher Education
- Economics
- Finance
- Foreign Trade
- Management
- Marketing
- Personnel Administration
- Real Estate
- Secretarial Practice

67 Scholarships and Student Aid
72 Tuition and Fees
76 General Information
79 Alumni Association
79 Official Directory for 1964-65
85 Faculty of the College of Business Administration
Index

The home of Roosevelt University is the historic Auditorium Building on Chicago's lakefront. Purchased by the University in 1947, this ten-story structure has been converted into an efficient educational plant which provides ample facilities for a growing institution such as Roosevelt.

The setting is ideal for a university. Providing an unobstructed view of Lake Michigan across Grant Park, the location is in the very heart of Chicago's cultural and recreational activity.

Grant Park, with its playing fields, its outdoor amphitheater, and its beautiful Buckingham Fountain, extends to the east across Michigan Avenue, forming a natural "campus" for the University.

To the north, within easy walking distance, are Orchestra Hall, the Art Institute, the Public Library, and the Library of International Relations. To the south are the Chicago Museum of Natural History, the Shedd Aquarium, the Adler Planetarium, and Soldier Field.

Close by, in the Loop, students will also find specialized libraries and galleries, as well as many of the city's leading churches, theaters, department stores, business institutions, and other points of interest.

CALENDAR 1964-1965

FALL SEMESTER, 1964

September 21-22-23-24	*Monday, Tuesday, Wednesday, and Thursday* Continuing students' registration
September 24-25-26	*Thursday, Friday, and Saturday* New students' registration
September 28	*Monday*. Classes begin
November 2	*Monday*. Last date for filing for degrees
November 26-27	*Thursday and Friday*. Thanksgiving holiday
November 30 to December 19	Educational advising period
December 21 to January 2	Christmas vacation
January 4 to January 23	Educational advising period
January 30	*Saturday*. Semester closes

SPRING SEMESTER, 1965

February 8-9-10-11	*Monday, Tuesday, Wednesday, Thursday* Continuing students' registration
February 11-12-13	*Thursday, Friday, and Saturday* New students' registration
February 15	*Monday*. Classes begin
March 1	*Monday*. Last date for filing for degrees
April 12 to 17	*Monday to Saturday*. Spring vacation
April 25 to June 6	Educational advising period
May 31	*Monday*. Memorial Day holiday
June 12	*Saturday*. Semester closes

SUMMER 1965

First Day Term (6 weeks)

June 23-24	*Wednesday and Thursday* Continuing students' registration
June 25-26	*Friday and Saturday* New students' registration
June 28	*Monday*. Classes begin
July 5	*Monday*. Independence Day holiday
July 16	*Friday*. Last date for filing for degrees
August 6	*Friday*. First day term closes

Second Day Term (6 weeks)

August 6	*Friday*. General registration
August 9	*Monday*. Classes begin
September 6	*Monday*. Labor Day holiday
September 17	*Friday*. Second day term closes

Evening Term (9 weeks)

June 23-24	*Wednesday and Thursday* Continuing students' registration
June 25-26	*Friday and Saturday* New students' registration
June 28	*Monday*. Classes begin
July 5	*Monday*. Independence Day holiday
July 16	*Friday*. Last date for filing for degrees
August 26	*Thursday*. Evening term closes

FALL SEMESTER, 1965

September 20-21-22-23	*Monday, Tuesday, Wednesday, and Thursday* Continuing students' registration
September 23-24-25	*Thursday, Friday, and Saturday* New students' registration
September 27	*Monday*. Classes begin
November 1	*Monday*. Last date for filing for degrees
November 25-26	*Thursday and Friday*. Thanksgiving, holiday
November 29 to December 18	Educational advising period
December 20 to January 1	Christmas vacation
January 3 to January 22	Educational advising period
January 29	*Saturday*. Semester closes

ADMISSIONS PROCEDURES

(For information regarding requirements for admission in the Graduate Division, see Graduate Division catalog. For special requirements to enter Chicago Musical College, see Chicago Musical College catalog.)

REGULAR UNDERGRADUATE STUDENTS

1. *FRESHMEN*

A. Admission is by examination for freshmen entering directly from high school. The applicant may take either the Roosevelt University entrance examination or submit scores earned on the Scholastic Aptitude Test of the College Entrance Examination Board. (For information about the Advanced Placement Examination of the College Entrance Examination Board, see p. 23.) If an applicant plans to present the College Board (SAT) scores for determination of admission, he must inform the Office of Admissions in writing. Applicants from outside the metropolitan Chicago area must present national test scores, preferably College Board (SAT).

B. In addition to tests, a final high school transcript or at least a record of the first three and one-half years for a person presently in school, must be presented. A letter of recommendation must also be presented from the principal or senior adviser. All of the above information must be on file in the Office of Admissions before admission may be determined.

2. *TRANSFER STUDENTS*

A. Transfer students are admitted on the basis of official high school and college transcripts indicating ability to do creditable college work. Transfer students who are admitted are also required to take a group of tests to provide information for advising purposes.

B. Junior College credit is limited to work taken in the freshman and sophomore years. After the completion of 66 semester hours of college credit from all sources, no additional credit will be granted for work taken in a junior college.

C. Course credits below the grade of "C" are not accepted.

3. *GENERAL REQUIREMENTS*

A. All regular students must make application and file transcripts of credit with the Office of Admissions well in advance of the opening of the semester for which they seek admission. No student is considered as being officially admitted until such transcripts are received.

B. Fifteen acceptable units of accredited high school work must be presented. The University recommends that these units include extensive work in English, foreign languages, history, mathematics, and science.

C. All regular day students, whether from high school or other colleges, are required to present a health certificate prior to the first semester at the University. This applies to part-time students taking more than four semester hours as well as to full-time regular students. Those students who prefer to do so may arrange, at registration, an appointment to have the examination by a physician in the University Health Service for a moderate fee.

D. Applications are valid only for the semester for which they are submitted. Applicants must notify the Office of Admissions before opening date of the term if they wish to change their application date to a later semester; otherwise a new application is required.

SPECIAL UNDERGRADUATE STUDENTS

1. Persons who have completed high school, or who have attended another college with satisfactory academic standing, may be admitted as special students if they do not plan to pursue a degree program or a pre-professional curriculum at Roosevelt University. In some cases, before eligibility can be determined, the entrance examination will be required of students who have no prior college work. Official transcripts of previous work need not be presented unless specifically requested by the Director of Admissions. The Director will investigate the previous academic standing of other special students.
2. Mature students who did not complete high school may be admitted as special students, if they are twenty-one years of age or over, and if in the judgment of the dean and the instructor they are qualified to pursue the desired courses. In some cases the entrance examination will be required before eligibility can be determined. The dean may admit, as special students, persons who are under twenty-one years of age if they make satisfactory scores on the entrance examination. Special students are reminded, however, that a high school diploma is specifically required by state boards for entrance into certain occupations and professions.
3. Special students in good standing may petition to change to regular status by applying at the Office of the Registrar. Such students may be required to take the entrance examination, if it was not required of them when they were registered as special students. They must also present official transcripts of previous high school and college work before the Registrar will review the petition for a change of status.
4. Special students who are permitted to change to regular status are reminded that not more than thirty semester hours earned under the special classification may be counted toward a degree at Roosevelt University.
5. Special students who change to regular status must have a physical examination as required for regular students.

FOREIGN STUDENTS

Roosevelt University is approved by the United States Immigration and Naturalization Service to accept students who desire entry to this country on a "student visa" or as "visitors." A foreign student who has been admitted to the United States to study at another educational institution will not, under normal circumstances, be considered for admission to Roosevelt University until he has completed satisfactorily at least one semester in the school which originally admitted him, or in some other accredited institution.

Students on temporary visas must meet strict requirements when submitting applications for admission. The application, school records, and other required information must be on file in the Office of Admissions by August 1 for the fall semester; December 15 for the spring semester; and May 1 for the summer term.

The following are the major steps in the admissions procedure for foreign students. The prospective student must:

1. Obtain an "application for admission" blank from the Foreign Student Adviser and return it promptly.
2. Present official foreign credentials for all secondary school and university work completed. An English translation must accompany the school record.
3. Write a letter in English giving supplementary information regarding educational plans and ability to read and speak the English language.
4. Submit an affidavit from a parent, guardian, sponsor, or other financially responsible person, guaranteeing financial support while attending Roosevelt University.
5. Return all completed documents, forms, and the affidavits to the Director of Admissions by the stated deadline (see above).
6. Pass successfully an English language test prescribed by the University, as a condition to admission. Instructions will be mailed to each applicant concerning arrangements for the examination, for which a fee will be charged.
7. If admitted, pay full tuition for the first semester at the time of registration.

A student admitted on a "student visa" or as a "visitor" should not plan to pay his way by employment. The immigration laws strictly forbid this, except in cases of unanticipated emergency; even in such cases, permission to work must be obtained from the Immigration and Naturalization Service.

Foreign students are required to carry hospital and/or health insurance which is acceptable to the University. The insurance offered through the University Health Service meets this requirement (see page 20). Registration is not complete without evidence of an acceptable insurance policy.

Inquiries concerning academic life, financial problems, or other matters not stated in this section should be directed to the Foreign Student Adviser.

HOUSING

In so far as possible, the University attempts to serve out-of-town students as well as local residents. At present, the University has no dormitories, and out-of-town students must make their own arrangements for living quarters. Non-resident students under twenty-one will be admitted only upon condition that their applications are accompanied by a letter from parent or guardian stating that suitable housing arrangements have been made.

NON-CREDIT STUDENTS

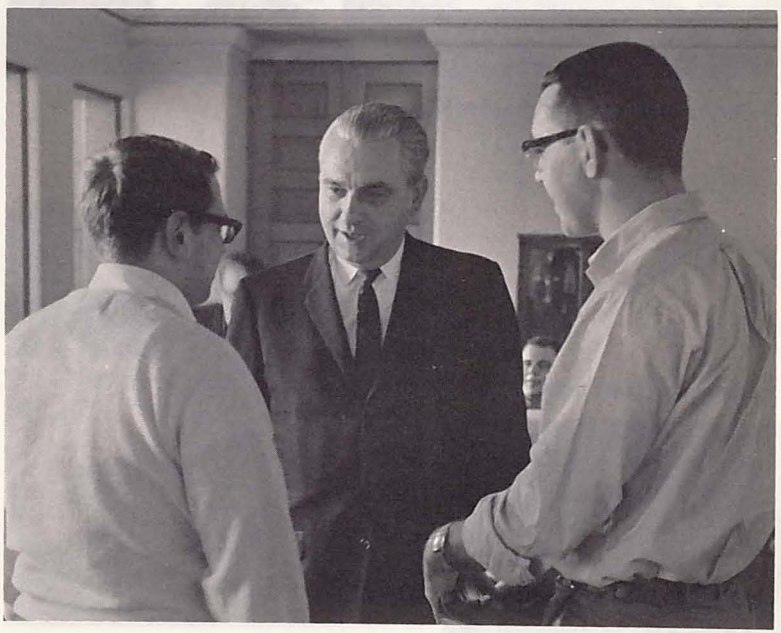
Students are admitted to a number of non-credit programs of study without regard to age and previous education. A "non-credit program" is one in which there are normally no examinations and no credits that can be applied toward a college or university degree. Among these programs are the following:

THE AMERICAN STUDIES (an English language program for the foreign born)

THE CONSERVATORY OF THE CHICAGO MUSICAL COLLEGE

THE LABOR EDUCATION DIVISION

THE DIVISION OF CONTINUING EDUCATION AND EXTENSION



President Pitchell greets students.

AFTER CLASSES . . .

Browsing in Roosevelt's new bookstore

or a coffee break.

comparing lecture notes

MAJOR PROGRAMS OF STUDY

The programs of study are designed to meet a number of educational needs and to provide for both general and specialized education. Undergraduate programs lead to five degrees: the Bachelor of Arts, the Bachelor of Science, the Bachelor of Science in Business Administration, the Bachelor of Music, and the Bachelor of Music Education. Approximately fifty fields of concentration are available in the three colleges of the University. A fourth division, the Labor Education Division, offers special classes for union officers and members. There are also graduate programs leading to the Master's degree in fields listed below under "The Graduate Division." Individual counseling and group activities supplement the more formal learning processes which go on in classroom, laboratory, and studio.

There are six instructional colleges or divisions:

The College of Arts and Sciences
The College of Business Administration
The Chicago Musical College
The Graduate Division
The Labor Education Division
The Division of Continuing Education and Extension

Each college is organized into departments and programs as follows:

THE COLLEGE OF ARTS AND SCIENCES

Departments and Programs:

African Studies
American Culture
Art
Biology
Chemistry
Economics
Education
Engineering Science
English and Speech
Geography
History
Jewish Studies
Labor Relations
Languages
Mathematics
Medical Technology
Philosophy
Physics
Political Science
Psychology
Secretarial Practice
Sociology

The various departments also offer interdepartmental programs of studies combining related fields of knowledge.

THE COLLEGE OF BUSINESS ADMINISTRATION

Departments:

Accounting
Economics
Finance
Management and Personnel Administration
Marketing and Advertising

Other Programs:

Business Law
Business Teacher Education

For programs in Foreign Trade and Real Estate, see Division of Continuing Education and Extension. For Secretarial Practice, see College of Arts and Sciences.

THE CHICAGO MUSICAL COLLEGE

Departments:

Music Education
Orchestral Instruments
Organ and Church Music
Piano
Theory, Composition, and Music History
Voice

The detailed programs of study of each of the three foregoing colleges are set out in the appropriate college catalogs.

THE GRADUATE DIVISION

Roosevelt University offers programs of graduate study leading to the Master's degree in the following departments:

Accounting
Applied Music
Business Administration (Interdepartmental)
Chemistry
Economics
Education
English
Guidance and Counselling
History
Languages
Music Education
Music Theory, Composition, and Musicology
Philosophy
Political Science
Psychology
Public Administration
Sociology

As a means of accommodating employed persons in their pursuit of graduate education, special attention is being paid to scheduling a varied and meaningful program of graduate courses in the late afternoon and evening hours, as well as on Saturday.

Application for admission to graduate study should be addressed to the Director of Admissions.

Detailed information about offerings, regulations, scholarships, assistantships, and student aid is contained in the graduate catalog and the current schedule of graduate classes. For an appointment with the graduate adviser, write or telephone the Dean of the Graduate Division or the Chairman of the appropriate graduate department.

OTHER PROGRAMS OF STUDY

AMERICAN STUDIES

(*A Non-Credit Language Program for the Foreign Born*)

Classes in English are offered for the newcomer who has had at least the equivalent of a high school education in his native country. Students are interviewed and tested. Then, according to their ability to use English, they are placed in classes limited to fifteen members. Through the study of English, the students are introduced to their new cultural environment. Special emphasis is put upon aural-oral communication in English, which the student needs if he is to understand and become part of the American culture.

CORRESPONDENCE STUDY

A number of courses are offered by the Correspondence Study Division. They are standard three-semester-hour courses in the College of Arts and Sciences and the College of Business Administration.

Correspondence study is provided for the benefit of students who cannot attend regular classes. However, not more than thirty semester hours may be offered in satisfaction of degree requirements.

The student receives a study guide which designates his reading and other work. Each assignment requires that a paper be mailed to the instructor of the course in care of Roosevelt University. There are examinations in each course. Courses must be completed in not less than eight weeks nor more than a year.

For fees, regulations about eligibility, and other details, write the Director of the Correspondence Study Division.

The courses that may be taken by correspondence study are as follows:

Accounting 101 (Introduction to Accounting I)

Accounting 102 (Introduction to Accounting II)

Accounting 203 (Introduction to Cost Accounting)
Business Law 201 (Contracts, Agency, Partnerships, and Corporations)
Economics 101 (Introduction to Economics)
Economics 102 (Economic Principles)
Education 235 (Elementary Statistics)—also listed as Economics 234, Political Science 280, and Sociology 275
Geography 201 (Introduction to Geography)
History 105 (Main Currents in American History)
History 121 (History of Western Civilization to 1648)
History 122 (History of Western Civilization Since 1648)
Literature 202 (Masterpieces of European Literature)
Mathematics 100 (Intermediate Algebra)
Mathematics 101 (Plane Trigonometry)
Mathematics 102 (College Algebra)
Mathematics 103 (Analytic Geometry)
Physical Science 101 (Astronomy, Geology, Meteorology)
Physical Science 102 (Physics, Chemistry)
Sociology 101 (Introduction to Sociology)
Sociology 230 (Social Disorganization)
Sociology 260 (Personality and Society)

Additional correspondence study courses may become available during the academic year.

THE LABOR EDUCATION DIVISION

This Division organizes classes and conferences and offers educational services for union officers and members. These activities are not subject to the general college rules concerning admissions and credits. Collective bargaining methods, union administration, labor legislation, industrial engineering techniques, labor history, and many other subjects of interest to union men and women are offered in institutes and eight-week courses, both in the University and in union halls. Lectures by distinguished labor, government, and professional leaders are also presented.

DIVISION OF CONTINUING EDUCATION AND EXTENSION

SEMINARS AND SHORT COURSES. The division offers a variety of non-credit seminars and short courses open to the general public over a ten-week quarter and meeting once or twice a week, usually in the evenings or on Saturdays. These continuing education programs permit adults to pursue cultural and career objec-

tives in a university atmosphere. There are no formal requirements for admission to these non-credit courses. Students of the division are adults of diverse interests and varied backgrounds who have one basic purpose in common: the desire to learn. The faculty for the program is drawn from the various degree-granting colleges of the University and from leaders in Chicago's business and cultural life.

OTHER PROGRAMS OF THE DIVISION INCLUDE

DISCOVERY: The Continuing Education Program for Women.

THE READING INSTITUTE: A fifty hour tutorial program in reading for adults; special programs for children and high school students; diagnostic testing at the Institute and for groups off-campus.

THE COMPUTER CENTER: Special courses in electronic data processing using the IBM 1620 high speed digital computer system.

REAL ESTATE AND FOREIGN TRADE: Comprehensive programs of instruction in both fields lead to the award of Certificates.

PUBLIC LECTURES AND CONFERENCES: These programs are announced from time to time in the press and in the various publications and calendars issued by the University.

EXTENSION CENTERS: Fifth Army Headquarters and Fort Sheridan. Undergraduate courses in management are offered on a nine-week accelerated basis, five terms a year, at both of these bases. The programs are open only to the military and civilian employees of the federal government.

Great Lakes Naval Training Center. Graduate courses in education are offered on a regular semester basis, and are open equally to the community and members of the armed forces.

Descriptive brochures and schedules are available upon request. Write or phone the Office of Publications, or come to the University Information Desk.

VETERANS' AFFAIRS

The special problems of veterans are handled by the Veterans' Coordinator and staff.

The stipend granted to Public Law 550 veterans is sufficient to defray tuition at this institution.

Veterans who have problems or who seek information concerning benefits should consult the Veterans' Coordinator.

Questions regarding possible credit through USAFI examinations and GED tests should be discussed with the Director of Admissions.

REQUIREMENTS FOR DEGREES

Believing that a well-rounded general education should not stop at graduation, the faculty requires the following courses, or their equivalents, of all candidates for degrees as starting points in a continuing and profitable self-education.

REQUIREMENTS IN ENGLISH COMPOSITION. The ability to write English clearly, precisely, and with logical organization is required in the courses of Roosevelt University in all fields. Competence in English is also expected of all graduates. The responsibility for upholding standards of good English is shared by all departments of the University and by all members of the faculty. Formal instruction in the techniques of composition is given by the English Department, but it should always be remembered that competence in English is expected not only in these classes but in all written work throughout the University, and that competence in English is demonstrated not merely by grades in writing courses, but in the everyday use of writing skills.

THE FRESHMAN ENGLISH REQUIREMENT. All regular undergraduate students are required to complete satisfactorily a two-semester sequence in English composition (ordinarily English 101 and 102).

Placement examinations are given to all beginning students, to determine the level at which they are qualified to work. On the basis of these examinations, each student is assigned to the appropriate course. If his competence in English is below that at which students should start college work, he will be required to pass Basic Writing Practice, a non-credit review of the basic mechanics of writing, before being admitted to English 101. If his competence is satisfactory for beginning students, he will be assigned to English 101. If his competence is sufficiently above average, he will be excused from English 101 and assigned directly to English 102 (in which case he may be assigned to English 200 or English 270 for the second half of the sequence).

Each student must take the appropriate English composition courses during his earliest semester at Roosevelt University. Transfer students who have completed part of the freshman English program elsewhere will be assigned to the courses appropriate to their levels of competence.

THE JUNIOR ENGLISH REQUIREMENT. When he has completed 45 semester hours, each regular undergraduate student must take the English Qualifying Examination, to demonstrate continuing competence in writing for his work in the upper division. Any stu-

dent who fails the English Qualifying Examination must take English 200 in the following semester, and must pass English 200 before receiving his degree. (Exceptions: Students who have completed English 215 or English 270 with a grade of C or better at Roosevelt University before reaching the credit level at which they would normally take the Qualifying Examination are exempted from the examination. Students who fail the Qualifying Examination but are required by their college or the department of their major sequence to take English 215 or English 270, may substitute the required course for English 200.) Transfer students entering Roosevelt University as regular students, with more than 45 semester hours, must, without exception, take the English Qualifying Examination before or during their first semester at Roosevelt.

ADVANCED WRITING COURSES. Courses in writing beyond the freshman level include English 200, English 215, and English 270. For some departmental major programs, and for some degree programs, one or more of these courses may be required.*

UNIVERSITY HONORS

A student who achieves a high level of scholarship is fulfilling with distinction one of the primary objectives of the University. The University recognizes this achievement in the following ways:

DEANS' LIST. A student who completes all his work during a semester with a grade-point average of 3.50 or better is placed on the Deans' List, which is published after the end of each semester.

AWARDS AND PRIZES. A number of special awards and prizes are granted by the colleges and departments of the University for exceptional work in particular fields.

GRADUATION WITH HONORS. A student who achieves a grade-point average of 3.50 or higher for all college work completed prior to his last semester will be graduated with honors.

FRANKLIN HONOR SOCIETY. Students who achieve exeptional academic records (grade-point averages of 3.50 or higher) may be elected in the junior or senior year to this honorary society. Its prime object, in the words of the Society's charter, is "to emphasize scholarship and character in the thought of Roosevelt students, to foster the ideals of the University, and by recognition of students through election to membership, to stimulate the openminded search for truth, the appreciation of intellectual excellence, and the democratic spirit which were outstanding qualities of Benjamin Franklin."

**For course descriptions and for requirements of major departments, see Sequences and Description of Courses.*

STUDENT SERVICES

The Counseling and Testing Service, the Health Service, the Placement Office, the Physical Education Department, the Student Activities Office, the Office of Student Aid, and the Office of the Foreign Student Adviser form a single administrative unit with the Dean of Students at its head. All of these offices serve the student by giving individual attention to his problems.

EDUCATIONAL, PERSONAL, AND VOCATIONAL COUNSELING

Through the Counseling and Testing Service the University contributes to the well-being and success of students, both in their college work and in life generally, by helping them analyze and solve their individual problems. The personnel of the Service consists of trained counselors and specialists in test administration.

Students are interviewed when they first enter the University, whenever problems arise, and whenever their work falls below the standard set by the University. Recognizing that a student's vocational, educational, financial, social, and personal problems are closely interrelated, members of the counseling staff do not attempt to counsel on these factors separately, but assist the student in adjustments which will enable him to make the best use of his abilities, interests, and environment.

Test results are interpreted in conjunction with the student's previous scholastic record and information concerning his personal background. When it seems necessary, counselors recommend further testing or refer the student to persons especially equipped to give help on particular problems.

The requests of parents for reports on the progress of students are referred to the Director of the Counseling and Testing Service, who, in a personal interview, discusses not only the grades obtained but also the circumstances under which the student is working. By this means, parents gain new insight into the student's problems, plans, purposes, and work. *Communications and telephone calls should be directed to the Counseling and Testing Service.*

ORIENTATION. Orientation is held each semester for entering regular freshmen. All regular day freshmen without college experience are required to attend freshmen orientation meetings. These meetings are designed to provide the entering freshman with an adequate foundation for serious college work.

A steady flow of information throughout the school year is made possible through the information desk in the first floor lobby, the student handbook, the weekly calendar, the student newspaper, and other means of communication.

EDUCATIONAL ADVISING. Entering students with previous college experience are advised during the registration period preceding each semester regarding their programs of study. Toward the end of each semester, continuing students have pre-registration interviews with their advisers in their major department; freshmen and sophomores who have not yet chosen their major field of concentration are assigned to general advisers.

Whenever the choice of courses of study is made difficult by uncertainties in vocational plans, the Counseling and Testing Staff stands ready to supplement the departmental adviser's efforts to help the student "find himself."

REMEDIAL PROGRAMS

(Non-Credit)

BASIC WRITING PRACTICE. The program is the result of a recognized need for providing inadequately prepared students with elementary training in written expression. When tests show that a student needs such training, he is enrolled in a small section of Basic Writing Practice in which his difficulties are diagnosed and clinical methods are used to help him overcome his deficiencies. This program is administered by the Department of English and Speech.

REMEDIAL MUSIC COURSES. Chicago Musical College offers preparatory courses in Theory and Piano to students who wish to enroll as professional music students, but who are not sufficiently prepared to enter the regular college courses in these disciplines. No credit is given to music students for these courses.

AIDS TO IMPROVE SCHOLARSHIP

STUDY IMPROVEMENT PROGRAM. The Counseling and Testing Service offers help to those students who feel they could benefit by increasing the effectiveness of their study methods. Individual interviews with a trained counselor are provided to aid the student in diagnosing his personal study problems. Appointments with a coun-

selor may be made with the receptionist in the Counseling and Testing Service.

READING IMPROVEMENT PROGRAM. Tests reveal that many college students have poor reading skills and inefficient study habits. Since successful work depends largely upon these skills, the University makes available the assistance of reading clinicians, who are members of the Department of English.

HEALTH SERVICE

The Health Service provides physicians, psychiatrists, nurses and others to assist students with various health needs. Services include first aid, treatment for minor illnesses, immunizations and consultations.

Health certificates are required of regular day students, both freshmen and transfer students, prior to their first registration. New summer school students should have the examination before the fall semester. The examination must be reported on the form provided by the University. Students who prefer to do so may arrange at registration an appointment for having the physical examination done in the Health Service for a moderate fee. Failure or delay with the examination is cause for a fine and for exclusion from classes until the requirement is met.

Accident and sickness insurance is available to all full-time students for $9 a semester and $6 for the summer, and it provides up to $5000 a year for each sickness or accident. This plan or an equivalent one is compulsory for foreign students, and optional to all others. Premiums and benefits may be adjusted annually.

The Mental Health Staff is comprised of the Director of the Health Service, two psychiatrists, and psychological counselors. Their services are available to students upon recommendation of the counselor or request of the student. Students requiring long-term psychiatric help normally are referred to clinics or practitioners outside the University.

PLACEMENT

The placement service at Roosevelt University is operated on a centralized and University-wide basis. The office is maintained as a service to students, graduates, alumni and employers.

Information about vocational and career opportunities, within the broad expanse of the world of work, may be found in the reception room of the Placement Office. Specific material pertaining to individual employers in business, industry, government, teaching and the professions may also be found in open files.

PART-TIME STUDENT EMPLOYMENT. Students seeking part-time jobs either in the University or off-campus are encouraged to register for assistance. While no guarantee of employment is possible, every effort will be made to service these needs.

GRADUATING SENIORS. An extensive on-campus recruitment is maintained for the benefit of those employers who seek the services of recent graduates. Many outstanding local and national organizations visit the Placement Office in search of young talent.

Mid-year graduates may sign-up to be interviewed by organizations visiting the campus during October, November and December. June and September graduates are encouraged to take part in campus interviews during late February, March and April.

Job order files are maintained by the Placement Office for the benefit of firms and organizations who do not schedule regular campus recruitment dates. The Office serves as a depository for resume and alumni placement credentials.

TEACHER PLACEMENT. The Placement Office will assist graduates who have completed the Roosevelt University Teacher Training Sequence to locate teaching positions. Teacher placement credentials are maintained for an indefinite period. The Director annually visits student-teacher seminar classes to outline placement procedures.

The facilities of the University Placement Office are free to all registrants seeking positions as well as to employers seeking personnel.

SPORTS AND RECREATION

The University offers a variety of activities, scheduled concurrently with the classes, which are offered as one-semester-hour credit courses. This program is supplemented by a considerably larger intramural sports calendar of events and an inter-collegiate sports program that includes basketball, golf, and tennis.

The following program is provided:

1. An intramural program is carried on with seasonal activities for *all* students. Basketball, bowling, tennis, table tennis, touch football, and softball tournaments are held each year.
2. Numerous special activities in addition to these, open to *all* students, are offered. These include various forms of the dance, judo, fencing, swimming, badminton, and other activities.

Whenever and wherever possible, groups are organized to take advantage of the varied facilities which exist for outdoor recreation in Chicago and vicinity. Grant Park, directly across from the University, serves as an admirable campus toward this end.

STUDENT ACTIVITIES

The University encourages students to participate in extra-curricular activities which support or complement the work carried on in the classrooms. The Director of Student Activities provides guidance for student groups organized to promote special interests. Considerable social activity centers about the pursuit of educational and cultural interests by the various student groups. *The University requires student organizations to extend their privileges to all alike without discrimination on any basis except that of individual merit and community of interest.* All student activities groups are required to register with the Student Activities Office the names of their officers and a statement of their aims and membership policies.

STUDENT ASSEMBLIES. From time to time, all-university assemblies are held at which speakers discuss a variety of topics. During the regular academic year, Chicago Musical College presents an outstanding series of musical events on Wednesdays from 12:45 to 2:00 o'clock in the Rudolph Ganz Recital Hall. These programs are open to all university students.

STUDENT GOVERNMENT. The students at Roosevelt University have an unusual opportunity to participate in the conduct of extracurricular life. Each fall and spring the students elect a representative Student Senate. One function of the Senate is to appoint the student membership on the joint student-faculty Student Activities Board. The Senate further fosters activities which concern the entire student body.

THE METROPOLITAN PLAYERS. The theater group is jointly sponsored by the Department of English and Speech and the Student Activities Office. Its purpose is to offer professional instruction in the skills associated with drama, to enrich the avocational interest of students, and to provide entertainment of a high quality.

THE ROOSEVELT UNIVERSITY TORCH. This student newspaper is controlled and operated by its own board of editors, although the Student Activities Board of six students and six faculty members sets the general framework of policies within which the paper may function. This board appoints the editor-in-chief and business manager of the Torch.

THE RADIO WORKSHOP. The Radio Workshop serves two functions in the University: as a service to the school, and as an educational and entertainment activity for the students. The workshop is well equipped with a radio studio and facilities for broadcasting throughout the school.

SCHOLASTIC REGULATIONS

AMOUNT OF WORK. The normal program for a full-time student is fifteen or sixteen semester hours. No student is permitted to take more than eighteen semester hours without the written consent of the dean of the college in which he is enrolled.

The University administration reserves the right to limit a student's program when it is obvious that he has enrolled for more work than he should undertake.

EMPLOYED STUDENTS. The amount of work which an employed student is permitted to carry depends upon the amount of free time he has for study. Such students are normally permitted to take eight to ten semester hours of work in a given semester.

INDEPENDENT STUDY. A student above the freshman level, upon recommendation of the department chairman and with the approval of the dean of his college, may be permitted to take advanced work by independent study. Application blanks for such work may be obtained from the Office of the Registrar.

ADVANCED PLACEMENT. Credit toward graduation may be granted for the completion, with grades 3, 4 or 5 of the College Entrance Examination Board Advanced Placement Examinations, and for such credits which have been granted by a previous accredited institution. The amount of credit will be determined in each case by the department concerned.

PROFICIENCY EXAMINATIONS. Credit toward graduation is granted for satisfactory completion of proficiency examinations in courses in the following fields: Accounting (limited to nine semester hours), Chemistry, English (course 101 only), Engineering Science, Mathematics, Languages (exclusive of Literature courses), Music (lower division only), Physical Science, and Physics. Credit for the examination is withheld until the student completes a higher course in the same department with a grade of C or better. Proficiency examinations are given under the following regulations:

1. Examinations may be taken only with the consent of the department chairman and the Registrar.
2. Proficiency examinations may not be taken to raise grades or to remove failures in courses.
3. A student may take a proficiency examination only once in a given subject.
4. Examinations are given in course units. A fee of $5 per semester hour, payable in advance to the cashier, is charged for each course unit examination.

SEMESTER HOURS. Credit for work done is expressed in semester hours. In general, a semester hour is the amount of credit given for one fifty-minute lecture period a week for one semester. A double period is required for one semester hour of credit in laboratory courses and certain other applied courses in art, drawing, music, etc.

GRADES. Students who successfully complete the requirements of a course are divided into four groups according to the relative quality of their work. Grades are expressed as follows: A, B, C, and D, with D as the lowest passing grade. The grade of F indicates failure.

The grade I indicates that the final examination was not taken, or that a part of the class work was not completed. Students are given this grade only when a small part of the semester's work is incomplete and when the student is able to present to his instructor a satisfactory reason for not completing the work within the usual time. *Incomplete work must be completed within the following semester.* After one semester, an incomplete cannot be removed unless an extension of time is granted by the instructor and the dean. A student should see his instructor as soon as possible to arrange for removing an incomplete grade.

The grade L indicates official withdrawal from the course. However, if the student withdraws from a course after the middle of the term and if his work is below passing, he must ordinarily expect a grade of F.

The grade V is given to a student who is permitted to enroll for a course as visitor or auditor. No credit is given for work so taken.

The grades of S and U are given in certain non-credit courses to indicate that such work is satisfactory or unsatisfactory.

Second examinations to raise final grades or to make up failures are not permitted.

Grade averages are computed by assigning 4 grade points for each semester hour in which a grade of A is received, 3 for B, 2 for C, 1 for D, and 0 for F.

PROBATION AND DISMISSAL. The Roosevelt University faculty has set minimum standards of academic achievement which students must maintain in order to continue at the University.

The regulations governing probation and dismissal are:

1. A student who fails to maintain a cumulative average of 2.00 grade points in his work taken at Roosevelt University, or who was not *in good standing* at another institution at the time of his admission to Roosevelt University, will be placed *on probation.*
2. A student on probation who does not achieve a cumulative average of 2.00 grade points at the close of the second consecutive semester on probation will be *dropped for poor scholarship.* For this purpose, each semester for which a student registers will be counted, whether or not he completes any courses.
3. A student who completes no courses in two successive semesters for which he registers will be *dropped for poor scholarship,* regardless of his previous status.
4. A student who has failed Basic Writing Practice (when, for any reason, he has been required to enroll in this course) may not repeat Basic Writing Practice unless he has been permitted to do so by the Basic Writing Practice staff. A student denied permission to repeat this course will be dropped for poor scholarship. (See "Basic Writing Practice" on page 19.)
5. No student on probation may carry more than 12 semester hours of work without written consent of the dean of the college in which he is enrolled, or the Director of Counseling and Testing.

REINSTATEMENT. A student who has been dropped for poor scholarship will not be permitted to register in the following semester, either as a regular student or as a special student. He may apply for reinstatement in a later semester. However, no student may apply who:

(1) has been dropped twice for poor scholarship, here or elsewhere; or

(2) has an entrance examination score or high school record below present admissions standards; or

(3) cannot raise his cumulative grade point average at Roosevelt University to 2.00 by making a B average for two semesters' work.

The application for reinstatement may be filed during the semester following dismissal, but not later than five weeks before the start of registration for the semester in which the student wishes to re-enter

the University. The application will be considered by the Reinstatement Committee. If circumstances warrant, the Committee may grant reinstatement. A student thus reinstated will be on probation and will be dismissed again if he fails to raise his cumulative average at Roosevelt University to the required standard of 2.00 within two semesters.

The Reinstatement Committee may not only deny reinstatement, but also may recommend remedial action by the student. In the latter case, the student may re-apply for a later semester if the remedial action has been taken.

STUDENT CONDUCT AND DISCIPLINE. All students are required to abide by the rules, regulations, and principles of Roosevelt University as stated in the catalog, the student handbook, and the constitutions of the Board of Trustees, the Faculty, and the Student Government. They are required also to conduct themselves at all times and in all places with propriety. Conduct prejudicial to the interests of Roosevelt University may lead to disciplinary action, including suspension or dismissal.

STUDENT IDENTIFICATION CARDS. At registration each student will receive an identification card which is good for the academic year. Cards are issued each fall or at first registration for spring or summer terms. The identification card is important for the following reasons:

1. It is your library card.
2. It is your permit to register each semester you are at Roosevelt University.
3. It is your entry card to many student activities and University events.
4. It gives you certain privileges such as reduced rates at plays, concerts, etc.

DEGREE AND CERTIFICATE PROGRAMS IN BUSINESS ADMINISTRATION

The principal objective of the College of Business Administration is to meet the needs of modern society for effectively educated businessmen and administrators.

The University's accessibility enables it to offer a complete education for business at various times of the day and evening to fit student employment and transportation requirements. Location and scheduling enable the University to augment its full-time faculty with part-time instructors drawn from specialized business and professional fields.

The curriculum is devised to prepare the student for professional success and social responsibility. It is recognized that such an education must combine a broad general schooling with understanding of facts, principles, and problems peculiar to business management. Exposure to this curriculum is intended to shorten the apprenticeship of those who aspire to leadership in business and comparable administrative work in government and other social institutions.

The College of Business Administration undertakes to supply education at the college level for the following purposes:

1. *Professional.* Training in the basic techniques of management; experience in solving problems and in decision making.
2. *Social responsibility.* Presentation of the role of business and industry to give students the kind of social perspective which will make for responsible economic leadership.

In practice, the College of Business Administration uses the customary divisions of business education to provide some specialization in occupational fields (senior college work) after four semesters of "basic education" at the junior college level. Five such divisions of the College's business education program have departmental

status. They are: Accounting, Economics, Finance, Management and Personnel Administration, Marketing and Advertising. The College also provides an interdepartmental degree in Business Teacher Education. In addition, there is provision for relatively extensive training in the fields of real estate, business law, secretarial practice, and foreign trade through the College and other University divisions.

The College has long stressed the interdisciplinary nature of business study and particularly the importance of the social sciences in the education of managers. This philosophy is reflected in the contents of the national journal, BUSINESS AND SOCIETY, published by the Business Research Center of the College.

The Roosevelt University College of Business Administration is a member of American Association of Collegiate Schools of Business.

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

REQUIREMENTS FOR DEGREE

The degree of Bachelor of Science in Business Administration is conferred upon regular students in good standing who have completed 120 semester hours of work in conformity with the requirements listed below:

REQUIREMENTS IN LIBERAL ARTS AND SCIENCES

To provide a background of well-rounded general education, all business administration students must complete 51 semester hours in liberal arts and sciences, including the following course requirements.

A. TRAINING IN THE USE OF OUR LANGAUGE

1. *Nine semester hours* in English composition (excluding remedial writing) and *three semester hours* in speech. This requirement can be met with:
   English 101 and 102. Composition I and II*
   English 215. Business Writing, *or* English 270. Advanced Writing
   Speech 101. Fundamentals of Speech
2. Demonstration of competence in written English, through the English Qualifying Examination, after the completion of 45 semester hours of college credit.

**Students entering Roosevelt University who have not satisfactorily completed this requirement must take the appropriate courses in their earliest semesters at Roosevelt University after they have taken the English Placement Examination.* (*See also "Requirements in English Composition," p. 16.*)

B. THE STUDY OF OUR CULTURAL HERITAGE

Twelve semester hours in this area, which must include at least one literature course, one philosophy course, and one history course. Additional work may be selected from the above fields and from art or music (excluding applied art or music). This requirement can be met with:

English 201. Introduction to Literature
Philosophy 205. Introduction to Philosophy
History 105. Main Currents in American History**, *or* History 122. History of Western Civilization Since 1648
And elective credit in this area to total twelve semester hours

C. THE STUDY OF MAN AND HIS ENVIRONMENT

1. The Social Sciences: *Nine semester hours* in this area, which must include at least six semester hours in basic economics (excluding economic history) and at least one course in political science or sociology. This requirement can be met with:
   Economics 101. Introduction to Economics
   Economics 102. Economic Principles
   Political Science 101. American Government, *or*
   Sociology 101. Introduction to Sociology
2. The Natural Sciences: *Fifteen semester hours* in this area, which must include at least one course in biology, one course in psychology, two courses in physical science, and one course in mathematics. This requirement can be met with:
   Biology 101 *or* 102. Biological Science I *or* II
   Psychology 103. General Psychology
   Physical Science 101. The Physical Universe I, *or*
   Geography 201. Physical Geography
   Physical Science 102. The Physical Universe II
   One course in College level mathematics

D. ELECTIVE CREDIT IN LIBERAL ARTS AND SCIENCES

Three semester hours of elective credit to bring the total semester hours in liberal arts and sciences to 51. For students planning graduate study, it is recommended that elective hours be used to bring their mathematics proficiency at least to the level of Mathematics 112 (Mathematics II).

REQUIREMENTS IN BUSINESS ADMINISTRATION

All business administration students must complete 60 semester hours in business administration, including the following:

A. CORE COURSES

Accounting 101 and 102. Introduction to Accounting I and II
Business Law 201 and 202. Business Law I and II
Economics 234. Elementary Statistics*
Finance 202 and 210. Corporation Finance, and Money and Banking
Management 200. Industrial Management
Marketing 200. Principles of Marketing

**Personnel Administration majors may substitute Psychology 200.*
***History 105 is required of Business Teacher Education Majors.*

B. MAJOR SEQUENCE

One of the following sequences must be completed with departmental approval.** All major sequences require 21 semester hours.

Accounting	Finance
Business Teacher Education	Management
	Marketing
Economics	Personnel Administration

None of the courses listed as requirements in liberal arts and sciences under Section I may be counted as business administration credit. No courses in liberal arts and sciences will be counted toward business administration credit unless such courses are specifically required by the major department. Economics 234 (Elementary Statistics) carries business administration credit. Other economics courses, unless required by the major department, are counted as liberal arts. A minor is recommended for the Business Teacher Education sequence, with the guidance of the Business Teacher Education Adviser.

QUANTITATIVE AND QUALITATIVE REQUIREMENTS

1. A regular student in good standing may become a candidate for the degree when he can present credit for 120 semester hours of work, exclusive of physical education, with an average grade of C or better.

2. At least 21 semester hours in the major sequence, excluding core courses, must be passed with a grade of C or better, but a department may establish a more strict requirement. See the statement describing the requirements of your major field in the alphabetical listings.

3. At least 30 semester hours of acceptable work, including 12 semester hours in the major sequence and exclusive of core courses, must be completed at Roosevelt University during the candidate's junior or senior year.

4. Not more than 30 semester hours of professional work from an accredited professional school may be presented for graduation. Furthermore, these professional credits must have been earned after the completion of at least 30 semester hours in liberal arts, sciences, or business administration. To have professional school credits accepted, the student must be in good standing in the professional school.

***An interdepartmental major sequence may be presented in two related departments if it includes at least 30 semester hours exclusive of introductory courses. More than half of the work must be in one department. The sequence must have the approval of both department chairman and the dean.*

5. Not more than 30 semester hours earned as a "special student" may be counted toward the degree (see page 10).
6. Not more than 15 semester hours in secretarial practice may be counted toward the degree.
7. Not more than 30 semester hours in correspondence study may be counted toward the degree.
8. Candidates for graduation are required to file an application for the degree with the Registrar early in the semester in which they expect to be graduated (see calendar, page 8, for deadline dates).
9. Graduation convocations are held in January and June. Candidates are required to attend the convocation unless specifically excused by the dean of the college. Candidates who complete degree requirements during the summer will receive their diplomas at the end of the summer terms and may, if they wish, participate in the graduation convocation held the following January.

SUBSEQUENT BACHELOR'S DEGREES. A student may receive more than one bachelor's degree, but no bachelor's degree may be awarded twice. All specific requirements for each of the degrees must be fully met, and the program for each of the degrees must include at least thirty semester hours not counted for any other degree.

Business students benefit from the new computer center.

OTHER PROGRAMS OF STUDY

A number of study programs are suggested for the varied and particular needs of the student body, leading either to a degree or certificate. Students not interested in a full study program but who wish work in specific subjects may enroll for individual classes, selecting from many specialized offerings.

GRADUATE PROGRAMS—THE FIFTH YEAR OF STUDY

The College offers two programs leading to the Master's degree. These usually can be completed in the equivalent of one additional year of full-time study by well qualified holders of the B.S.B.A. from Roosevelt or parallel institutions. It is advisable for the Roosevelt undergraduate student to point toward the five year program fairly early in his career. For non-business graduates, the sequences may well require the equivalent of two years of full-time study. The degrees can be earned in full-time study or in the evenings by part-time study. These degrees fall into two categories:

1. The Master of Business Administration degree is granted to those who complete an interdepartmental program broadly managerial in scope.
2. The Master of Science in Accounting degree is granted to those who complete a professional sequence in accounting and allied subjects.

PRE-LEGAL PROGRAM*

Students who desire to fulfill the requirements for the degree of Bachelor of Science in Business Administration, in addition to a law degree, should read the following statement carefully:

In most cases it is possible to take a bachelor's degree upon completion of three years of work at Roosevelt University and one year in a professional school, provided that care is used in choosing the appropriate courses. Students in this program must satisfy the requirements in liberal arts and sciences and core course requirements with the exception of courses in business law which should not be taken. The educational advisers will be glad to help students plan their programs to meet the requirements for both degrees in the least possible time.

Students who have completed successfully one or more years of work and are in good standing in an accredited law school may apply up to thirty semester hours of professional work toward the degree requirements. This does not waive the major sequence requirement for graduation, but such professional courses as are approved by the appropriate department chairman may be included in the major sequences.

Candidates who offer thirty semester hours of professional work toward a degree must spend their junior or senior year in residence at Roosevelt University.

CERTIFICATE PROGRAMS

The Certificate in Business Administration program equips the student with a background of knowledge in a special field of concentration. It serves as a substantial start toward a college education and provides a valuable supplement to practical experience in the business world. Once students have earned a certificate, many of them are inspired to continue their college program and obtain the degree of Bachelor of Science in Business Administration.

**Pre-legal programs leading to the Bachelor of Arts degree are described in the College of Arts and Sciences catalog.*

Certificate programs are now offered in accounting, credit management, office management, personnel administration, and purchasing administration. Certificate programs in foreign trade and real estate are offered in cooperation with the Division of Continuing Education. Courses in foreign trade and real estate carry credit towards a certificate. For degree credit in these two fields, permission of the Dean is required. A certificate in secretarial practice is offered in cooperation with the College of Arts and Sciences.

REQUIREMENTS FOR CERTIFICATE. Regular or special students in good standing may be eligible for the Certificate in Business Administration upon completion of 48 semester hours in vocational fields represented in the business administration curriculum. At least 24 semester hours must be completed at Roosevelt University. Thus, the day or evening student who takes six semester hours each semester may receive the certificate in four years.

Candidates for the Certificate in Business Administration must file an application with the Registrar early in the semester in which they expect to receive the certificate. (See calendar, page 8, for deadline dates.)

The following sequences indicate the requirements for the respective certificates.

CERTIFICATE IN ACCOUNTING

Liberal Arts and			
Sem. Hrs.	*General Business*	*Sem. Hrs.*	*Accounting*
3	Bus. Law 201— Bus. Law I	3	Acct. 101—Intro. to Acct. I
3	Bus. Law 202—Bus. Law II	3	Acct. 102—Intro. to Acct. II
3	Econ. 101—Intro. to Econ.	3	Acct. 203—Intro. to Cost Acct.
3	Eng. 101—Composition I		
3	Eng. 102—Composition II	3	Acct. 205—Intermed. Acct.
3	Fin. 202—Corp. Finance	3	Acct. 307 — Income Tax
3	Fin. 210—Money and Banking	3	Law and Procedure
3	Mgmt. 200—Industrial Mgmt.		Acct. 320—Advanced Acct.
		3	Acct. 323—Acct. Prob. of Consolidations, Estates and Trusts
		3	Acct. 330—Prin. of Auditing
		3	Elective in Accounting or Business Law

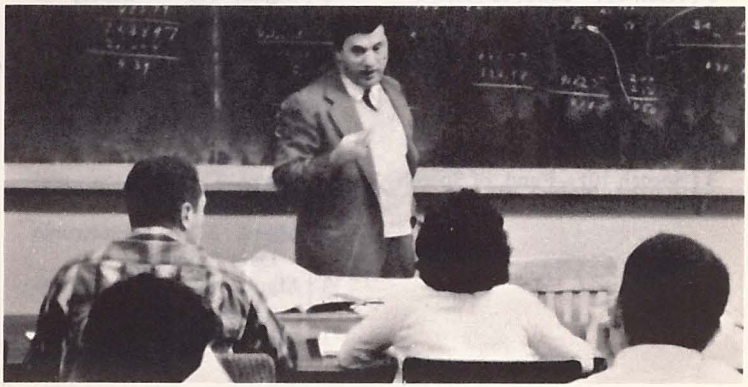
For students who intend to take the C.P.A. examination, the following additional courses are suggested:

Sem. Hrs.		Sem. Hrs.	
3	Acct. 323—Acct. Problems of Consolidations, Estates and Trusts	3	Acct. 333—Advanced Auditing
3	Acct. 357—Advanced Income Taxes	3	Acct. 460—C.P.A. Review I
3	Acct. 306—Government Acct.	3	Acct. 461—C.P.A. Review II

CERTIFICATE IN CREDIT MANAGEMENT

Sem. Hrs.	*Liberal Arts and General Business*	Sem. Hrs.	*Finance*
3	Acct. 101—Intro. to Acct. I	3	Fin. 202—Corp. Finance
3	Acct. 102—Intro. to Acct. II	3	Fin. 210 — Money and Banking
3	Bus. Law 201—Bus. Law I		
3	Bus. Law 202—Bus. Law II	3	Fin. 250—Credit Mgmt.
3	Econ. 101—Intro. to Econ.	3	Fin. 252 — Financial Statement Analysis
3	Eng. 101—Composition I		
3	Eng. 102—Composition II	3	Approved elective in finance
3	Eng. 215—Bus. Writing		
3	Mgmt. 200—Industrial Mgmt.		
3	Mgmt. 220—Mgmt. of Admin. Services		
3	Mktg. 200—Prin. of Mktg.		

Students desiring to apply for the Associate or Fellow Award of the National Institute of Credit granted by the National Association of Credit Men should contact that organization or consult the Finance Department or the Business Administration office for further information.



Professor Specthrie, Chairman of the Accounting Department, makes his point.

CERTIFICATE IN FOREIGN TRADE

(Division of Continuing Education and Extension)

Sem. Hrs.	*Liberal Arts and General Business*	*Sem. Hrs.*	*Foreign Trade*
3	Econ. 101—Intro. to Econ.	2	For. Tr. 101—Export Trade Practice
3	Eng. 101—Composition I		
3	Eng. 102—Composition II	2	For. Tr. 102—Import Trade Practice
3	Fin. 210—Money and Banking		
4	Fren., Germ., Ital., Russ., *or* Span. 101—Elementary	2	For. Tr. 201—Applied Export Mktg.
4	Fren., Germ., Ital., Russ., *or* Span. 102—Elementary	2	For. Tr. 211— Applied Import Practice
3	Fren., Germ., Ital., Russ., *or* Span. 230 or 240—Intermediate	2	For. Tr. 220—Survey of Selected Foreign Markets
3	Mgmt. 101—Survey of Business Admin.	2	For. Tr. 230— For. Tr. Finance
3	Mgmt. 240—Economic Geog., *or* Geog. 201—Physical Geog.	2	For. Tr. 240—For. Tr. Traffic and Transportation
3	Mktg. 200—Prin. of Mktg.	2	For. Tr. 260—Mgmt. and Foreign Business

Recommended: Advertising 231, Business Law 201, courses in culture studies, Economics 270, Marketing 220, Political Science 250, Secretarial Practice 111 and 112.

CERTIFICATE IN OFFICE MANAGEMENT

Sem. Hrs.	*Liberal Arts and General Business*	*Sem. Hrs.*	*Management and Personnel Administration*
3	Acct. 101—Intro. to Acct. I	3	Mgmt. 101 — Survey of Business Admin.
3	Acct. 102—Intro. to Acct. II		
3	Bus. Law 201— Bus. Law I	3	Mgmt. 220 — Mgmt. of Admin. Services
3	Eng. 101—Composition I		
3	Eng. 102—Composition II	3	Mgmt. 245—Bus. Psych.
3	Eng. 215—Bus. Writing	3	Mgmt. 260 — Purchasing Admin.
3	Psych. 103—Gen. Psych.		
3	Speech 101—Fund. of Speech	3	Mgmt. 320 — Systems and Procedures
		3	Mgmt. 321 — Electronic Data Processing
		3	Mgmt. 350 — Business Research and Reports
		3	Pers. Adm. 210—Pers. Adm.

Recommended: Business Law 202; Economics 234; Finance 250, 270; and Management 200.

CERTIFICATE IN PERSONNEL ADMINISTRATION

Sem. Hrs.	*Liberal Arts and General Business*	*Sem. Hrs.*	*Personnel Administration and Management*
3	Acct. 101—Intro. to Acct. I	3	Pers. Adm. 210—Pers. Adm.
3	Econ. 101—Intro. to Econ.	3	Pers. Adm. 220 — Employment Techniques
3	Econ. 102—Economic Prin.		
3	Econ. 234—Elem. Statistics*	3	Pers. Adm. 230—Employee-Employer Relations
3	Econ. 315—Labor Economics		
3	Eng. 101—Composition I	3	Pers. Adm. 260 — Supervisory and Employee Training
3	Eng. 102—Composition II		
3	Speech 101—Fund. of Speech	3	Pers. Adm. 340— Wage and Salary Admin.
		3	Mgmt. 101—Survey of Bus. Admin.
		3	Mgmt. 200 — Industrial Mgmt., *or* Mgmt. 220—Mgmt. of Admin. Services
		3	Mgmt. 245—Bus. Psych.

Recommended: Personnel Administration 350 or Psychology 270; Management 215.

**Psychology 200 may be substituted for Econ. 234.*

CERTIFICATE IN PURCHASING ADMINISTRATION

The following suggested program has the approval of the Purchasing Agents' Association of Chicago.

Sem. Hrs.	*Liberal Arts and General Business*	*Sem. Hrs.*	*Management*
3	Acct. 101—Intro. to Acct. I	3	Mgmt. 101—Survey of Business Admin.
3	Acct. 102—Intro. to Acct. II		
3	Acct. 203—Intro. to Cost Acct.	3	Mgmt. 200 — Industrial Management
3	Econ. 101—Intro. to Econ.		
3	Eng. 101—Composition I	3	Mgmt. 220 — Mgmt. of Admin. Services
3	Eng. 102—Composition II		
3	Eng. 215—Bus. Writing	3	Mgmt. 260 — Purchasing Admin.
3	Bus. Law 201—Bus. Law I		
3	Bus. Law 202—Bus. Law II	3	Approved elective in management
3	Fin. 210—Money and Banking		
3	Mktg. 200—Prin. of Mktg.		

Recommended: Finance 202, 250; Management 320, 321; Engineering Science 101, 102.

CERTIFICATE IN REAL ESTATE

(DIVISION OF CONTINUING EDUCATION AND EXTENSION)

A comprehensive sequence of subjects is offered in the field of real estate principles and practices. The following suggested program has the approval of the Chicago Real Estate Board.

Sem. Hrs.	*Liberal Arts and General Business*
3	Acct. 101—Intro. to Acct. I
3	Acct. 102—Intro. to Acct. II
3	Bus. Law 201—Bus. Law I
3	Bus. Law 202—Bus. Law II
3	Econ. 101—Intro. to Econ.
3	Econ. 102—Economic Prin.
3	Eng. 101—Composition I
3	Eng. 102—Composition II
3	Eng. 215—Bus. Writing
3	Fin. 210—Money and Banking

Sem. Hrs.	*Real Estate*
2	R. Est. 111 — Real Estate Practice
2	R. Est. 230 — Real Property Law
2	R. Est. 231 — Real Estate Conveyancing
2	R. Est. 250 — Real Estate Brokerage
2	R. Est. 261 — Property Mgmt.
2	R. Est. 275 — Property Insurance
2	R. Est. 285 — Real Estate Valuations
2	R. Est. 286—Advanced Real Estate Appraisals
2	Elective in real estate

CERTIFICATE IN SECRETARIAL PRACTICE

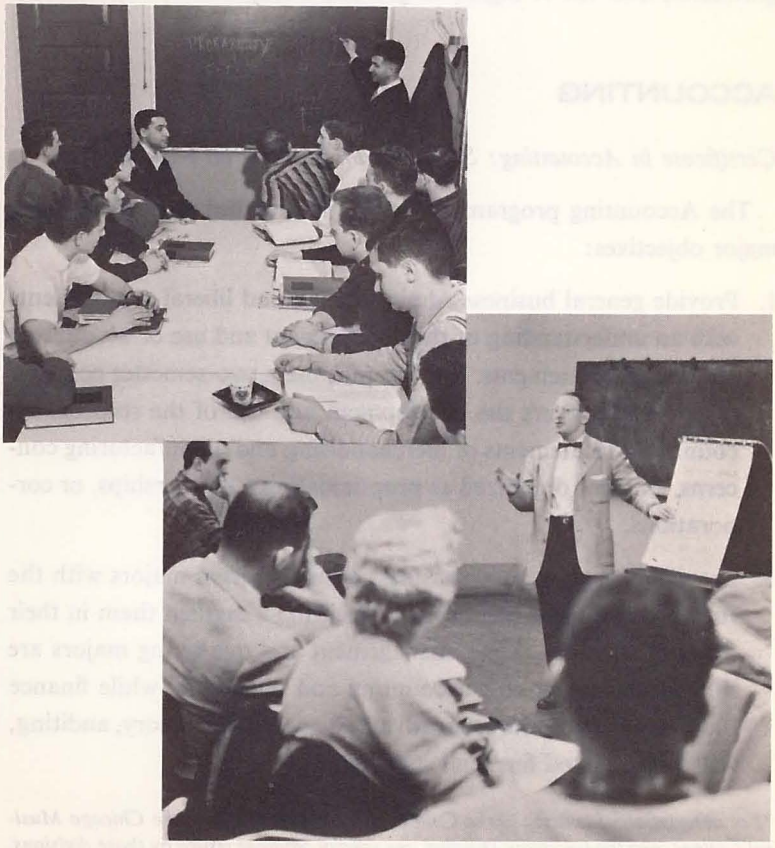
(COLLEGE OF ARTS AND SCIENCES)

Sem. Hrs.	*Liberal Arts and General Business*
3	Acct. 101—Intro. to Acct. I
3	Acct. 102—Intro. to Acct. II
3	Econ. 101—Intro. to Econ.
3	Eng. 101—Composition I
3	Eng. 102—Composition II
3	Eng. 215—Bus. Writing
3	Mgmt. 101—Survey of Bus. Admin.
3	Mgmt. 220—Mgmt. of Admin. Services
4	Electives

Sem. Hrs.	*Secretarial Practice*
3	Sec. Pr. 101—Gregg Shorthand I
3	Sec. Pr. 102—Gregg Shorthand II
3	Sec. Pr. 103—Gregg Shorthand III
3	Sec. Pr. 104—Gregg Shorthand IV
2	Sec. Pr. 111 — Typewriting I
2	Sec. Pr. 112 — Typewriting II
2	Sec. Pr. 113 — Typewriting III
2	Sec. Pr. 120 — Office Machines

NOTE: Credit in secretarial practice which may be applied toward the B.S.B.A. degree is limited to 15 semester hours.

MANAGEMENT SEMINAR FOR EXECUTIVES OF SMALLER FIRMS. The college of Business Administration of Roosevelt University offers a special program for owners and managers of smaller businesses. The Management Seminar for Executives of Smaller Firms is offered each fall during the months of October and November and features outstanding executives and highly skilled specialists who discuss a wide variety of managerial topics pertinent to the management of smaller businesses. The program is limited to approximately 35 participants and generally meets one evening a week for approximately 9 sessions, two hours in length. The entire Seminar is directed by a regular member of the management staff of the College of Business Administration. Enrollment inquiries may be directed to the Director of Small Business Management Seminars at Roosevelt University.



DESCRIPTION OF COURSES*

Courses numbered from 100 to 199 are open to all students, from 200 to 299 to all but freshmen, 300 to 399 to juniors, seniors, and graduates, and 400 or higher to graduates only.

ACCOUNTING

Certificate in Accounting: See program outlined on page 34.

The Accounting program of courses is designed to achieve three major objectives:

1. Provide general business administration and liberal arts students with an understanding of the development and use of accounting records and statements. For this purpose a two-semester course is given which covers the development and use of the records, accounts, and statements of merchandising and manufacturing concerns, whether organized as proprietorships, partnerships, or corporations.
2. Provide non-accounting business administration majors with the further accounting courses they need to strengthen them in their fields of specialty. Thus, management and marketing majors are offered courses in cost accounting and budgeting, while finance majors may take courses in advanced accounting theory, auditing, and consolidated financial statements.

**For description of courses in the College of Arts and Sciences, the Chicago Musical College, and the Graduate Division, see special catalogs issued by those divisions.*

3. Provide for those students interested in accounting as a profession the courses needed to prepare them for work as the auditor, cost accountant, or comptroller of a single business; or as a public accountant. The departmental sequence is designed to attain this professional goal by offering the requirements on a regular basis for both day and evening study.

PROFICIENCY EXAMINATIONS IN ACCOUNTING. Credit toward graduation is granted up to nine semester hours for satisfactory completion of the proficiency examinations in accounting. See the regulations as listed on page 23.

MAJOR IN ACCOUNTING. In addition to the general degree requirements listed on pages 27 to 31, the following major requirements must be completed:

1. *Accounting requirements:* At least 21 semester hours in accounting, including Accounting 203, 205, 307, 320, and 330.
2. *Supplementary requirements:* One additional finance course.

101. Introduction to Accounting I. Fundamental Bookkeeping; bases of accounting; work sheets; simple financial statements; closing the books; control accounts; simple interest; promissory notes; capital and revenue expenditures; depreciation methods.

102. Introduction to Accounting II. Pre., 101. The handling of cash and preparation of bank reconciliations; the vouching and voucher register systems; accounting for sole proprietorships and partnerships; the accounts of corporations and manufacturing businesses; extensive treatment of capital stock, retained earnings, capital surplus, dividends, and long-term debt; manufacturing costs and the manufacturing statement.

203. Introduction to Cost Accounting. Pre., 102. The theory and technique of cost determination under the job lot and process methods of cost finding, with special attention to the methods of factory burden distribution, the control of factory burden, and the analysis and disposition of unabsorbed factory burden; direct costing; marketing cost accounting; and the use of cost data in executive decision making.

205. Intermediate Accounting. Pre., 203. Accounting theory of: receivables; tangible and intangible fixed assets; investments; liabilities; funds; reserves; analysis of working capital; and application of funds statement.

Courses Open to Both Undergraduate and Graduate Students

301. Accounting Problems. Pre., 220. A laboratory course in the technique of solving problems covering the fields of both general and cost accounting.

306. Governmental Accounting. Pre., 203. The accounting principles and practices of governmental and other non-profit organizations, including fund accounting, revenues and expenditures, assets and liabilities, and reporting.

307. Income Tax Law and Procedure. Pre., 102. The federal income taxes of the individual, with problems in the preparation of income tax returns for individuals, including the problems of capital gains and pay-as-you-go requirements.

320. Advanced Accounting. Pre.. 205. Continuation of 205. Partnerships; consignments; ventures; installment sales; insurance; receiver's accounts and statements; compound interest and annuities.

323. Accounting Problems of Consolidations, Estates, and Trusts. Pre., 205. Continuation of 220. Consolidated balance sheet and income statements and the accounting problems of estates and trusts.

330. Principles of Auditing. Pre., 220. Auditing principles and accepted procedures, including the preparation of working papers and an audit report in a practice audit case.

333. Advanced Auditing. Pre., 330. A more advanced and intensive study of auditing procedures, with emphasis on their application of specific problems.

343. Budgetary Control. Pre., 205. Various types of budgets, such as sales, advertising, production, labor, materials, plant and equipment, and financial; the procedures in connection with the installation and control of such budgets.

350. Specific Industries. Pre., 205. The accounting problems of special lines of business, such as insurance companies, banks, railroads, brokerage firms, and others. Extensive problem work is required.

Courses Open to Graduate Students only

401. Managerial Accounting (Not open to candidates for the M.S. in Accounting.)

410. Advanced Accounting Theory

413. Advanced Cost Accounting

450. Accounting Systems

457. Advanced Taxes

460. C.P.A. Review I

461. C.P.A. Review II

490. Seminar in Accounting

491. Thesis Seminar

ADVERTISING

(A Division of the Marketing Department)

Course offerings in advertising are designed to meet varying needs and interests. At Roosevelt University, advertising is generally treated as a professional skill to be acquired by marketing men, and as a body of knowledge with which every business administrator should have acquaintance. Students who wish to become members of the advertising profession are required to understand the problems and methods of the distribution of goods and services and learn basic marketing-management techniques before specializing.

Because of this broader concept of the advertising manager's responsibilities, students desiring to acquire a vocational skill in the field follow the prescribed program for marketing majors, and elect additional advertising courses to fulfill the elective requirements of the marketing program.

Students whose main interest lies in the writing and communication aspects of advertising may find it desirable to develop an English-Advertising sequence. Such a program is available on an individual basis. Students wishing to follow such a program must secure the written approval of the chairmen of both the English and Marketing departments as well as the deans concerned.

Roosevelt University's student-operated ADS advertising agency gives the student a rare opportunity to gain actual advertising agency experience. Students in the agency solicit and service small business accounts in the Chicago area, gaining first-hand experience of the problems and procedures discussed in the classroom. Entry into this program is on an extra-curricular basis.

231. Principles of Advertising. Pre., Mktg. 200. The use of advertising as a management tool, with emphasis on the practical techniques of copywriting, layout, production, research, and media buying. Major advertising media are discussed, such as newspapers, magazines, direct mail, outdoor, radio, television, and point-of-purchase, with emphasis on present-day practices and uses of each.

233. Advertising Media. Pre., 231 or consent. Current media buying practices; the use and value of current research methods available to the media buyer; the effectiveness of various media in meeting specific advertising problems.

235. Advertising Copywriting and Layout. Pre., 231 or consent. A laboratory course in the creative techniques of advertising; the principles and techniques of copywriting and layout; emphasis on the copywriter's, rather than the artist's approach.

246. Advertising for the Retail Store and Small Business. Pre., 231 or consent. The use of advertising by the retailer and by smaller advertisers in all categories.

350. Advertising Campaigns. Pre., 231 and Mktg. 201, or consent. A seminar using the case study method to show the interrelationship of marketing and advertising; the importance of advertising in creating primary and selective demand for a product; the use of advertising in solving various distribution problems, such as choosing media for specific needs, determining budget requirements, and choosing an advertising agency.

390. Research in Advertising. Pre., 15 s.h. in the department and senior standing. 1-4 s.h.

BUSINESS LAW

Business law is a study of a formal agency of social control of the business behavior of persons acting individually or as partners or corporate entities. Course offerings are therefore designed to provide the student as a citizen or prospective businessman with an understanding of his legal rights and duties when engaged in the customary business practices of buying, selling, financing, and transferring rights or interests in real and personal property.

The principal objectives of these courses are:

1. To enable the student to understand the relation of law to our economic society.
2. To provide the student and prospective businessman with a logical tool for the analysis of legal situations as they arise in connection with their economic activities.
3. To furnish the student with actual case problems and materials for discussion in order to develop ability in analyzing the facts, determining the applicable rule of law, and ascertaining the reasons for the rule applied.
4. To acquaint the student with the nature, form, and use of legal documents.
5. To prepare accounting majors for successful performance of the C.P.A. examination.

201. Business Law I. The background, development, and institutional setting of controls; the economic significance of law as a formal agency of social control; the law of business contracts, with specific references to the legal concepts and principles underlying fiduciary relations in business.

202. Business Law II. Pre., 201. A study of the law of commercial transactions under the uniform commercial code. Lectures, cases and problems related to personal property, sales, bulk sales, documents of title, negotiable instruments, secured transactions and insurance are developed with a view to enabling the student to comprehend the legal problems affecting commercial transactions in the market and to develop capacity in the application of rules under the common law as modified by the Uniform Commercial Code.

221. Social Control of Business. (See Economics 221.)

301. C.P.A. Law Review. Pre., 202 and consent. A review of legal principles and their application to case problems presented in C.P.A. examinations in law given by the Board of Examiners; the techniques of analysis and handling of legal problems.

BUSINESS TEACHER EDUCATION

(AN INTERDEPARTMENTAL DEGREE PROGRAM OF THE COLLEGE OF BUSINESS ADMINISTRATION)

The primary objective of a degree program in business teacher education is to prepare students for a career in the teaching of business subjects. This preparation requires a combination of a broad background in the various subject-matter fields of business and the development and appreciation of teaching skills and educational philosophy through professional courses in education, as well as a sound acquaintance with the liberal arts areas.

The secondary school of the future will demand of its teachers of business subjects a higher level of competence and skill than was contemplated even a few years ago. Ordinarily, students who wish to prepare for the Business Teacher Education program are expected to have a minimum *overall* grade-point average of 2.3, with a minimum average of 2.5 in the *major field.* These scholastic minima will ordinarily be achieved by the time the student has completed 75 to 80 semester hours of credit. Students who do not meet these minimum academic requirements will normally not be recommended for the student teaching sequence.

In order to obtain a degree in business teacher education, the student must follow the curriculum outlined below. Because of differences in the requirements for certification of teachers in the various states, changes in the prescribed curriculum may be made in exceptional cases. In every case, the course sequence must be approved by a business teacher education adviser.

MAJOR IN BUSINESS TEACHER EDUCATION. In addition to the general degree requirements listed on pages 27 to 31, the following major requirements must be completed:

1. *BUSINESS TEACHER EDUCATION CORE*

   The following core courses are required of *all* business teacher education majors:

   Accounting 205. Intermediate Accounting
   Management 101. Survey of Business Administration
   Management 220. Management of Administrative Services
   Marketing 220. Sales Training
   Psychology 215. Educational Psychology

2. *AREA OF SPECIALIZATION*

   One of the following sequences must be completed with the approval of a business teacher education adviser:

   a. *Accounting Sequence:* At least 21 semester hours in business administration or economics, including:

      Accounting 203. Introduction to Cost Accounting
      Accounting 307. Income Tax Law and Procedure
      Accounting 320. Advanced Accounting
      One additional accounting course at the 200 or 300 level
      Business Law 203. Business Law III
      Management 321. Electronic Data Processing

   b. *General Business Sequence:* At least 21 semester hours in business administration or economics, including:

      Accounting 307. Income Tax Law and Procedure
      Finance 250. Credit Management
      Management 228. Management of a Small Business
      Marketing 210. Retail Merchandising
      Personnel Administration 210. Personnel Administration
      Additional courses needed to complete 21 semester hours must be selected from the following:

         Advertising 231. Principles of Advertising
         Economics 221. Social Control of Business
         Management 240. Economic Geography
         Management 320. Systems and Procedures
         Management 321. Electronic Data Processing
         Sociology 218. Sociology of Industry
         Secretarial Practice 120. Office Machines

c. *Stenography Sequence:* At least 21 semester hours in business administration or economics, including:

Management 228. Management of a Small Business

Personnel Administration 210. Personnel Administration

Secretarial Practice 101, 102, and 103. Gregg Shorthand I, II, and III

Secretarial Practice 111 and 112. Typewriting I and II

Secretarial Practice 120. Office Machines

3. *PROFESSIONAL EDUCATION COURSES*

The following professional courses in education are required of *all* business teacher education majors:

Education 200. American Education

Education 303. Backgrounds for Teaching in the Secondary School

Education 304. Student Teaching and Seminar in the Secondary School

Physical Education: 4 semester hours*

Students who plan to pursue one of the above areas of specialization in business teacher education should see one of the advisers at their earliest convenience. Advisers will be assigned in the office of the Dean of the College of Business Administration.

ECONOMICS

The Department of Economics holds its primary purpose to be the teaching of factual economic knowledge and of interpretative analysis in order to help the students to understand the operation of the economic system. The students will be familiarized with the analytical frame of reference which economists have developed, and are currently developing, as tools for the interpretation of economic facts. In addition to transmitting the existing body of economic knowledge and of economic analysis, the Department stresses in its offerings the interrelation among the various social sciences, and endeavors to educate students by preparing them for better citizenship through enlightened rational social action.

**Physical Education courses are not counted as academic requirements.*

Students in the Department of Economics may earn either the degree of Bachelor of Arts or of Bachelor of Science in Business Administration. If the student chooses the Bachelor of Science in Business Administration degree, he must satisfy the requirements for the degree listed on pages 27 to 31. If he elects to work toward the degree of Bachelor of Arts, he must satisfy the requirements of the College of Arts and Sciences, listed in the catalog of that college.

MAJOR IN ECONOMICS. The offerings of the Department can be grouped as follows:

1. Courses required of all majors in economics: Economics 101, 102, 234, 240, 250; Finance 210.
2. Price Theory: 302, 351.
3. Macro-Economics: 201, 301, 373.
4. Labor: 209, 211, 290, 315, 316.
5. Public Finance: 272, 373.
6. International Economics and Economic Development: 270, 371, 374.
7. Institutional Economics: 220, 221, 300, 333, 334, 374, 395.
8. Historical Economics: 130, 203, 302, 333, 374, 395.
9. Statistics and Quantitative Methods: 233, 336.

Majors are required to take all courses listed in Group 1 and at least four courses, each one in a different group (groups 2 to 9 above), to be approved by their departmental adviser.* For those who intend to proceed with graduate studies in economics, Economics 336 and Mathematics 100, 203, and 204 are recommended. One year of accounting is also recommended. Courses in related fields, such as political science, sociology, psychology, and philosophy should be taken as electives.

101. Introduction to Economics. Basic economic facts, concepts, and problems of descriptive and institutional nature, dealing with the principal characteristics and functions of an economic system.

102. Economic Principles. Pre., 101. The principles and techniques of economic analysis, dealing specifically with the operation of the market system in determining relative prices.

**Students seeking a degree in business administration must take five courses in addition to those in Group I.*

130. Economic History of the United States. The economic development of the United States.

201. Current Economic Problems. Pre.. 101. Important economic problems and policies of current interest.

203. European Economic History. Pre., 101, one course in modern European history, or consent of instructor. The concept, origin, and development of industrial society from the Middle Ages to the present.

209. Unionism and Collective Bargaining. Pre., 101. History, structure, and functions of unionism and labor movements in the United States and abroad.

210. Money and Banking. (See Finance 210 in College of Business Administration catalog.)

211. Labor and Government. Pre., 101. The part played by the legislative bodies, the courts, and law enforcement agencies in disputes between labor organizations and management.

221. Social Control of Business. Pre., 102. The institutions and agencies for the control of utilities and prices and of the economic problems of this type of control.

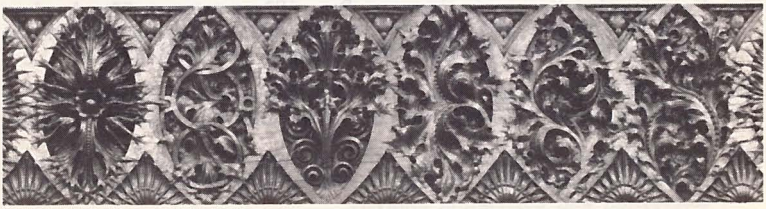
233. Quantitative Analysis of Business and Society. Pre., Math 100 or equivalent. Quantitative methods currently used in business and in the social sciences, such as linear programming, game theory, and econometrics; emphasis on practical applications rather than mathematical derivations.

234. Elementary Statistics. Pre., one course in college Algebra, or Math. 111, or consent. An introduction to statistics. Measures of central tendency and dispersion. Elements of probability theory. Distributions and sampling, with emphasis on the binomial and normal distributions. Estimation and tests of hypotheses. Emphasis on tests involving normal and T distributions.

240. Money, Income, and Prices. Pre., 102; Fin. 210. An analysis of the economy as a whole. Discussion of national income, level of employment, price level, rate of interest, and of the interaction of monetary and real factors. Examination of neo-classical and Keynesian theories.

241. Investments. (See Finance 320.)

250. Price Theory. Pre., 102. An intermediate course in economic theory, dealing with the nature and the purpose of the price mechanism; perfect and imperfect competition and monopoly; the co-operation of the factors of production in the economic process; the distribution of the product among the owners of the factors of production; price determination within industries and in the economy as a whole.



270. International Economics. Pre., 102; Fin. 210. The theory of international trade and finance; American commercial policies, past and present; problems involving tariffs, quotas, foreign exchange restrictions, and the effect of international trade on employment.

272. Public Finance. Pre., 101. Federal, state, and local finance, with particular stress on the following topics: budgetary policy, philosophy of taxation, the Federal income tax and plans for its reform; other types of taxes, especially property taxation, patterns of governmental expenditures, and the fundamentals of fiscal policy.

290. Field Work in Labor Relations. Apprentice work in labor relations, or practice teaching in labor education classes under the supervision of a faculty adviser. 2-4 s.h.

COURSES OPEN TO BOTH UNDERGRADUATE AND GRADUATE STUDENTS

300. Industrial Society and Personality Structure. Pre., junior standing or consent. The interrelations of industrial institutions, value-attitudes, and personality structure. Changes in the American economic system are analyzed from the socio-economic and psycho-cultural point of view.

301. National Income, Business Cycles, and Economic Growth. Pre., 102; Fin. 210. The methods used in measuring national income and its composition; the factors which determine the level of the national income and its changes; application of national income accounting and theory to the study of the business cycle, economic growth, income distribution, and international economics.

302. History of Economic Thought. Pre., 102 or consent. The development of economic thought from the classical English economists to Keynes; the interrelation between economic and other ideas in the fields of politics, sociology, and psychology; and the development of the Western systems of thought.

315. Labor Economics. Pre., 102, 209, or consent. Theories of wages, the effects of wage increases, the economic effects of collective bargaining and unionism, and theories of employment.

316. Comparative Labor Relations. Pre., 102, 209, or consent. The principal contemporary labor movements in some of the major world areas. Analysis of their programs, methods of organizations, and some of the main problems faced by them at present: nationalization of industry, collective bargaining patterns, wages, productivity, and inflation.

320. Industrial Combinations and Monopoly. Pre., 101. The conditions which lead to the development of monopolies and combinations; the problems of public policy created by the attempt at their control and regulation.

333. Comparative Economic Systems. Pre., 102 or consent. The development of Utopian and Marxist thought, with a comparison of the theory and practice of capitalism and other economic systems.

334. The Soviet Economy. Pre., 101. The structure and development of the economy of the Soviet Union and of other Communist countries.

336. Intermediate Statistics. Pre., 234 and consent. Estimation and tests of hypotheses involving normal, T, and chi-square, and F distributions. Regression and correlation analysis.

351. The Theory of Monopoly and Competition. Pre., 102, 250, or consent. A study of monopolistic and imperfect competition, oligopoly, and monopoly in American industry. Topics such as product differentiation, patents, basing-point pricing, price leadership, market sharing, and "cut-throat" competition are discussed and supplemented by an economic analysis of such industries as the cigarette, electric lamp, steel, meat-packing, and cotton textile industries.

371. International Trade and Capital Movements. Pre., 102, Fin. 210, or consent. The theory of international economic relations, factor prices, and international trade; international investment, transfer problems, and terms of trade; types of interference with international trade and payments; international trade and national employment policies; international currency arrangements.

373. Fiscal Policy. Pre., 102, Fin. 210, one additional 200-level course in economics or business administration, or consent. The problems of using taxation, government expenditure, and borrowing as instruments of economic policy, especially for the establishment of full employment, equitable income distribution, and efficient allocation of resources.

374. The Economics of Growth and Development. Pre., 102; Fin. 210. The measurement of underdevelopment; the international distribution of income; the causes of economic growth; public policy for the promotion of economic growth; theories and development.

395. The Modern Corporation and the Problem of Industrial Civilization. Pre., consent. The modern corporation is used as a focus for the discussion of the American economy from the organizational, administrative, economic, and socio-psychological points of view.

COURSES OPEN TO GRADUATE STUDENTS ONLY

400. The Theory of Employment

401. Advanced Economic Theory

402. Development of Economic Doctrines

403. Capitalism: Its Nature, Origin, and Development

404. The American Economy

436. Managerial Statistics

495. The Modern Corporation

FINANCE

Certificate in Credit Management: See program outlined on page 35.

Courses in finance are designed to meet the following objectives:

1. To equip all beginning business administration students with the primary concepts and skills necessary to understand the nature of the problems involved in providing funds for a business, controlling and planning the flow of these funds within the enterprise, and relating these aspects to the monetary and financial structure of the economy.

2. To provide business administration students, regardless of their major areas of concentration, with broadened vocational opportunities through further work in one or more financial areas of business management, such as corporation finance, investments, insurance, and credit management.
3. To provide students in liberal arts and business administration with a more adequate understanding of the relationship of financial management to the economic and political environment. The courses in money and banking, money, income, employment, and public finance serve this purpose.
4. To provide advanced education in business finance for those seeking employment with business establishments in positions related to financial management. While courses in this group normally require the background of a major in finance, it is possible for other students in business administration or in liberal arts to plan a pattern of sub-specialization in these areas.

MAJOR IN FINANCE. In addition to the general degree requirements listed on pages 27 to 31, the following major requirements must be completed:

1. *Finance requirements:* At least 21 semester hours in finance, including Finance 220, 252, 270 or 272, 302, and nine hours selected from the following: 233, 240, 250, 260, 270 or 272, 320, and 373.
2. *Supplementary requirements:* Six semester hours of advanced work, with the approval of a departmental adviser, from any of the following areas: accounting, economics, management, marketing or mathematics.

202. Corporation Finance. Pre., Acct. 102. The financial aspects of the business corporation: corporate securities, promotion, internal financial management, methods of external financing, corporate combinations, reorganization and dissolution.

210. Money and Banking. Pre., Econ. 102. Money and its role in our economy; principles of commercial banking, credit creation, and monetary and fiscal policies.

220. Investments. Pre., 202 recommended. Analysis of investment media, with emphasis on the securities of corporations; securities markets, exchanges, and the problems and mechanics of investment.

230. Foreign Trade Finance. (See Foreign Trade 230.)

233. Quantitative Analysis of Business and Society. (See Economics 233.)

240. Money, Income, and Prices. (See Economics 240.)

250. Credit Management. Pre., 202 recommended. Economic aspects of credit; principles of evaluation of credit power applied to consumer and mercantile credit management; sources of information, analysis policy determination, and control.

252. Financial Statement Analysis. Pre., 202 and Acct. 102. The use of financial statements in interpreting financial condition for purposes of internal control or external evaluation.

260. Public Finance. (See Economics 272.)

270. Principles of Risk and Insurance. Pre., 202 or 210. The nature of risk and methods of risk assumption; life insurance; fire, marine, and casualty coverages; suretyship.

272. Life Insurance Principles and Practices. Pre., 202 or 210; 270 recommended. Life insurance contracts, premiums, reserves; emphasis on life insurance programs and case analysis.

275. Property Insurance. (See Real Estate 275.)

281. Real Estate Finance. (See Real Estate 281.)

Courses Open to Both Undergraduate and Graduate Students

302. Problems in Financial Management. Pre., 202 and 210. Case studies in business finance covering the financing of working capital, long term financing, management of income, refinancing, and recapitalization.

320. Security Analysis. Pre., 210, 220, and Acct. 102. The techniques of securities appraisal as practiced by security analysts, with particular emphasis on problems of security evaluation of common stocks and fixed income securities.

373. Fiscal Policy. (See Economics 373.)

Courses Open to Graduate Students Only

401. Financial Management

FOREIGN TRADE*

(Division of Continuing Education and Extension)

Certificate in Foreign Trade: See program outlined on page 36.

The Foreign Trade program is designed to achieve two major objectives:

1. To provide business administration and liberal arts students with an understanding of the techniques employed in buying and sel-

**Foreign trade courses are offered under the jurisdiction of the Division of Continuing Education and Extension. Courses carry credit* towards a certificate only. *Degree credit is granted in some instances by special permission of the dean.*

ling in foreign markets within the framework of national, commercial, and economic policy. For this purpose, basic courses in export marketing and import trade practices are offered.

2. To provide those students who are interested in foreign trade as a career with the training needed to prepare them for jobs in the field.

Specific courses take the student through preliminary studies of standard methods and techniques of doing business by exporting and importing. Specialized courses are provided in the areas of export marketing, importing, foreign market studies, financing foreign trade, and traffic and documentation. These are supplemented by field trips, demonstrations, talks by prominent executives, and other features designed to add interest and practical value to the training.

Each of the following courses carries two semester hours of certificate credit. Dean's permission is required for degree credit.

101. Export Trade Practice. Organization of export departments; methods of direct and indirect exporting and distribution; sources of information; market analysis, sales promotion, correspondence, and advertising; export pricing and quoting; and mechanics of export transactions.

102. Import Trade Practice. Organization of an import department or company; direct and indirect methods of purchasing foreign products; government restrictions on importing; customs regulations; entry procedures; import sales contracts; sales outlets in the United States; correspondence and arbitration. Practical examples from present-day practice are used.

201. Applied Export Marketing. Pre., 101 or consent. Detailed examination of methods of market analysis and suitable types of distribution and promotion for various goods, with special attention to problems posed by current changes in foreign markets, government regulations and restrictions; operation of foreign subsidiaries and branches; licensing; and foreign investment.

211. Applied Import Practice. Pre., 102 or consent. The operating procedures of United States importers: product analysis, organizing for sales and distribution, market analysis, advertising and promotion, sales campaigns, the contract, customs and entry problems, shipping and insurance problems, financing the shipment, use of the trust receipt, and prospecting for new products to import.

220. Survey of Selected Foreign Markets. Several markets typical of various trading areas and degrees of economic development are selected. Using the market analysis approach, a survey is made of their respective cultural, political, economic, social, and trade characteristics. Recent trends and developments and their influence on governmental actions. Attempts are made to gauge foreign trade potential and investment possibilities in each market.

230. Foreign Trade Finance. Various phases of import and export financing, such as the use of bills of exchange, sources of credit information, credit terms, financing of foreign shipments, bank credit, problems and methods of foreign collections, and foreign banking operations.

240. Foreign Trade Traffic and Transportation. Inland and overseas routing and documentation of shipments, including bills of lading and governmental and banking papers; operation of an export traffic department; foreign freight forwarders and steamship agencies; freight tariffs, charting, marine insurance, and port operations.

260. Management and Foreign Business. A study of procedures and problems involved in the management of business firms in a worldwide setting. The elements of the course are a study of personal relations, community relationships, dealing with foreign governments, labor relations, personnel management, organizational techniques and tax planning.

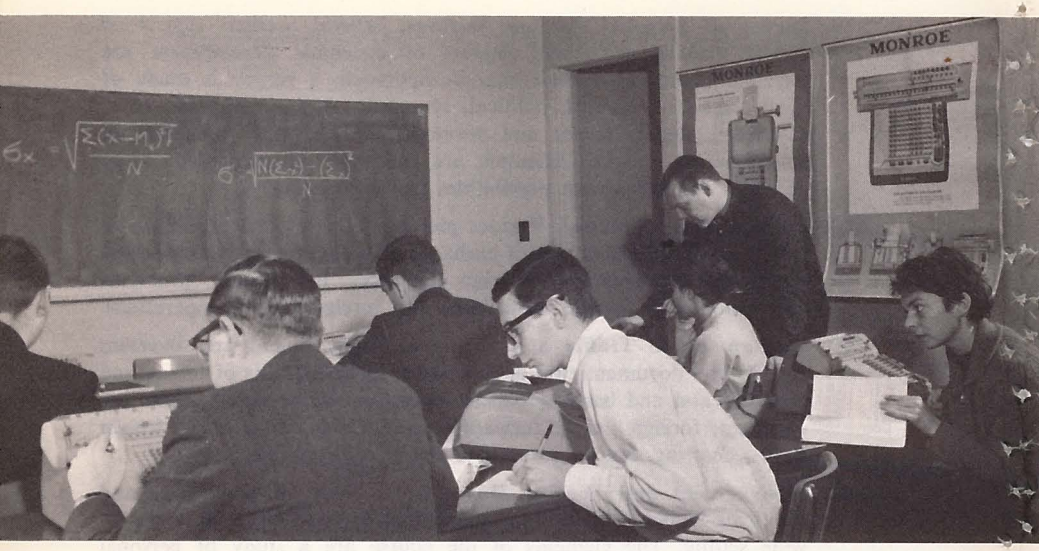
MANAGEMENT

(*See also Personnel Administration.*)

Certificates in Office Management and Purchasing Administration: See programs outlined on pages 36 and 37.

The Management curriculum leading to the degree of Bachelor of Science in Business Administration with a major in Management, is designed to provide an appreciation of human values and professional education and training for students who wish to prepare themselves for managerial or staff positions, or such exacting responsibilities as operating a business or a division of an industrial or retail enterprise.

Management leads groups to greater achievement by planning, organizing, directing, motivating, co-ordinating, controlling, and representing business with economy and effectiveness. It requires executive ability and judicious use of managerial techniques to accomplish business objectives. This includes the design, improvement, and installation of systems which integrate men, materials, machines, and methods. Skilled managers are also necessary for national defense and the various administrative positions in government.



Students working in statistics lab.

The Department of Management aims to develop, within the framework of the American enterprise system, a philosophy of management which incorporates a sense of responsibility to employers, employees, consumers, vendors, and the community These groups depend on management to organize the community's productive capacity and promote its economic well-being. To do this job effectively, the manager must co-ordinate the work of specialists. Thus, it becomes important that he possess an understanding of human relations, skill in directing group effort, and a knowledge of the various phases of business, such as production, selling, finance, personnel, and accounting. The management curriculum requires the student to take some courses in each of these fields.

Specific courses launch the student into a survey of standard methods and techniques for doing business, followed by principles of industrial management, management of administrative services, business psychology, purchasing administration, personnel administration, business law, public relations, systems and procedures, and business policies.

MAJOR IN MANAGEMENT. In addition to the general degree requirements listed on pages 27 to 31, the following major requirements must be completed:

1. *Major requirements:* At least 21 semester hours in management and personnel administration, including Management 220 or 320, 245, 380; and Personnel Administration 210.

2. *Supplementary requirements:* Two of the following three: Accounting 203, a course in advertising or marketing, and an advanced finance course.

Major in Management with a Concentration in Industrial Management. In addition to the general degree requirements listed on pages 27 to 31, the following major requirements must be completed.

1. *Major requirements:* At least 21 semester hours in management and personnel administration, including Management 215, 245, 260, 320, 321, 380; Personnel Administration 210.

2. *Supplementary requirements:* Accounting 203, and Marketing 201 or 300.

3. *Recommended electives:* Economics 221, Sociology 218, and six additional semester hours in business administration.

101. Survey of Business Administration. *Not open to students with more than 9 s.h. in business administration, except by consent of the instructor.* A descriptive analysis of the types, functions, organization, controls and problems of business institutions and enterprises operating within the framework of a dynamic American enterprise system. Attention is given to business terminology and an introductory understanding of business organization and the interrelationship of production, marketing, finance, personnel administration and management of the business firm.

200. Industrial Management. Pre., 101, or Acct. 102, or concurrently. The principles of production management are applied to such problems as product design, objectives, policies, work methods and standards, plant location and layout, scheduling, maintenance, material handling, inventory and quality control, operation analysis, evaluation of performance, and cost controls. Actual cases supplement the regular course work.

215. Work Methods and Standards. Pre., 200 or consent. The techniques of determining work methods and standards, time and motion study, and their interrelationships; analysis of jobs for the purpose of reducing waste motion, reducing fatigue, setting wage rates, forecasting costs, and pricing products; process analysis; operation analysis; stopwatch time study; multiple activity analysis; predetermined time data.

220. Management of Administrative Services. Pre., 101; or Acct. 102, or Acct. 102 concurrently. An analysis of the management process as it applies to offices and systematic processing of information. Attention is given to recent developments in office automation and computer services, duplicating processes, correspondence, records management, office equipment and layout, appraising and improving office employee performance, work design, and directing office services.

228. Management of a Small Business. Pre., 101; or Acct. 102, or Acct. 102 concurrently, or consent. Intensive analysis of organization policies, financing, production, marketing, sales promotion, personnel, credit, insurance, purchasing, location, layout, record keeping, and government regulation as they apply to the smaller firm.

240. Economic Geography. Pre., 101 or Econ. 101. The production, exchange, and consumption of goods by people in different areas of the world, with particular emphasis on the effect of the physical and cultural environment, the location and growth of industry and trade, the economics of production and processing of world commodities, and the geographical distribution of markets.

245. Business Psychology. Pre., Psych. 103 and Econ. 234 or Psych. 200. The application of science to the study of human behavior in such business situations as supervision, decision making, group thinking, problem solving, mental health, leadership, communication, market research, and salesmanship.

250. Transportation and Traffic Management. Pre., 101; or Acct. 102, or Acct. 102 concurrently. Geographic analysis of transportation; the effect of environment upon traffic management from a general-economic and individual-business point of view.

260. Purchasing Administration. Pre., 101; or Acct. 102, or Acct. 102 concurrently. The place of the procurement function and purchasing problems as they relate to other management functions in the modern industrial enterprise; organization for purchasing; procurement procedure; inventory and materials control; establishing specifications and standards; price policies; supply sources; quality control through inspection; procurement or leasing equipment; contracting for services; salvage operation; value analysis; government purchasing; appraising procurement department performance; case materials and studies of selected commodities.

Courses Open to Both Undergraduate and Graduate Students

310. Public Relations in Business. Pre., junior standing or consent. Case studies form the primary approach to such topics as measuring public opinion, evaluating company policies in the light of public relations, planning a program, and developing techniques of communication and employee training in dealing with the public.

320. Systems and Procedures. Pre., 200 or 220. Theory of systems development; system surveys; profile studies; system analysis; operations research and analysis; system synthesis; procedures charting; form design; control and standardization; electronic computing and data processing, including computer logic and organization; principles of programming; techniques of computer application.

321. Electronic Data Processing. Pre., 220 or 320 or consent. Concepts, principles and practices for determining information requirements and establishing a management program that will result in an appropriate electronic data system to meet the major operating and control requirements of a business or government organization; procedures and methods applicable to the various business functions.

330. Company Planning. Pre., 200 or 220, and senior standing or consent. Principles and practices of long and short range planning; differences between private and public planning; organization and operation of a planning department; forward planning of growth companies; product research and development; expansion plans; capital budgeting; comparison of actual achievements with plans; original costs, going-concern value, and replacement; preparation of emergency management plans; business and national planning, with regard to natural resources, manpower, and technology.

350. Business Research Techniques and Reports. Pre., Econ. 234 or equivalent. The study of research methods and the reporting of research results in marketing, finance, production, personnel, and general management; how to locate and use the research findings reported by others.

370. Management Theory and Practice. Pre., the core courses in Business Administration or consent. The functions of management in terms of planning, organizing, staffing, directing, and controlling the work of others; examination of concepts, values and techniques; integration of the various divisions of a business for survival and achievement.

380. Business Policies. Pre., senior standing in the College of Business Administration or consent. Designed to integrate the student's knowledge of the functional divisions of a business organization; the analysis and solution of complex business situations through a study of case problems.

390. Research in Management. Pre., 12 s.h. in management and senior standing. 1-4 s.h.

Courses Open to Graduate Students Only

401. Production Management.

433. Business and Professional Ethics. (See Philosophy 433 in College of Arts and Sciences catalog.)

440. Seminar in Economic Geography: World Resources and Industries.

479. Theory of Organization.

MARKETING

(*See also Advertising.*)

The Marketing curriculum offers courses that are directed at showing the role that marketing plays in the administrative process. These courses identify the origins and development of the marketing concept and provide experience in the development of the essentials of the marketing program through case studies.

Marketing management has the major role in all aspects of the business firm. As Peter Drucker, a leader in management thought, has said: "Any business enterprise has two and only these two basic functions: marketing and innovation. Marketing is the distinguishing, the unique function of business."

The Department's program rests on the concept that the wants and needs of the consumer are the reasons for a firm's existence and courses in the department stress the relationship of the behavioral and natural sciences to the marketing concepts employed by the business firm.

A major concern of the Department is to keep abreast of all changes in marketing thought and techniques that are found in these changing times. To that purpose, course offerings and the full-time staff are supplemented, as demand requires, to meet the needs of students and the business community.

Specific courses give the student an opportunity to gain insight and understanding into the problems of advertising, salesmanship, market research, and the control of sales and advertising programs. Seminars and reading courses give faculty members a chance to offer courses designed to broaden the student's understanding of marketing theory and the marketing process.

In addition, the Department has developed and will develop specialized courses in retailing and advertising to meet the needs of the business community. Students should consult current semester schedules for such programs.

Students completing a major in Marketing can expect to move into management training programs in industrial or retailing institutions or into similar positions with advertising agencies or research organizations.

Through the medium of the ADS agency, a student operated, faculty supervised advertising and market research agency, the Department is able to offer practical operating practice in the field of market research and advertising. Students whose maturity and successful completion of prerequisite courses qualify them for entry

into the program, solicit, create, and complete advertising and market research activities for businessmen in the Chicago area. This practical approach to business education has received national recognition. The ADS agency provides on-the-job training unavailable through normal classroom instruction.

MAJOR IN MARKETING. In addition to the general degree requirements listed on pages 27 to 31, the following major requirements must be completed:

1. *Major requirements:* At least 21 semester hours in marketing and advertising, including Marketing 201, 300, 324; Advertising 231; Marketing 210 or an approved advertising course; and two additional marketing or advertising courses approved in writing by the departmental adviser.

2. *Recommended electives:* One advanced course each in management and finance approved in writing by the departmental adviser.

Courses Open to Both Undergraduate and Graduate Students

200. Marketing Management I. Pre., Econ. 101. An overview of the strategies and tactics used by the firm in the distribution of goods and services to satisfy corporate objectives and consumer desires. Emphasis is placed upon economic, sociological and psychological factors affecting managerial decision making in the dynamic environment of the market place.

201. Marketing Management II. Pre., 200. The problem solving approach to making marketing decisions. Case studies involving product planning, selection of marketing channels, promotion and price policies.

210. Retail Merchandising and Control. Pre., 201. Retail buying, selling, and operating activities; merchandising and personnel problems; price and pricing and service policies; and control activities such as credit accounting and insurance; retail salesmanship.

220. Sales Training. Pre., 200. Salesmanship and selling methods. How salesmanship is employed in the total marketing program. Contribution of the behavioral sciences to typical sales situations.

300. Principles of Marketing Research. Pre., 201, Adv. 231, and Econ. 234. Uses of marketing research in the various facets of American industry; methods and practices in conducting market surveys and recent statistical techniques for improving accuracy in survey samples.

303. Industrial Marketing. Pre., 201. The difficulties involved in the marketing of industrial goods; current policy designs in the handling of industrial marketing problems.

312. Merchandising Techniques. Pre., 210 or consent. Manipulating buying and selling activities so as to make a profit in a retail store; purchase planning and open-to-buy, mark-up, inventory calculation and valuation, stock turnover, analysis of operating statements, and the initial mark-up equation; planning and control of sales, stocks, mark-up, and expenses.

324. Sales Management. Pre., 201. Problems and modern methods of recruiting, selecting, and training a sales force; building sales quotas; sales programs; supervision of the sales force.

375. Supervised Independent Reading. Pre., senior standing plus 15 s.h. in Marketing. Plan of reading program must be approved by department chairman before registration. Reports and examinations will be required.

380. Seminar in Marketing. Pre., senior standing plus 12 s.h. of Marketing. Among the topics which may be covered on a rotation basis will be: Physical Distribution, Communications in Marketing, Packaging, Advertising Research, Studies in International Marketing, and others.

390. Research in Marketing. Pre., 15 s.h. in marketing and senior standing. 1-4 s.h.

Courses Open to Graduate Students Only

401. Advanced Marketing Management.

PERSONNEL ADMINISTRATION

(*A Division of the Management Department*)

Certificate in Personnel Administration: See program outlined on page 37.

The objective of the program of study in personnel administration is to equip the student with a broad education, an understanding of the fundamentals of management, professional and technical competence in manpower management, and the attitudes and motivational skills necessary for developing employees.

The introductory course develops the "personnel point of view" in an examination of the basic scientific knowledge essential in human adjustment in the modern work situation. The emphasis is on the most valuable techniques and procedures developed by experience and research for managerial use in harmonizing economic objectives with individual and group needs in the business organization. Other courses expand by intensive study the various areas of importance in personnel administration which have been briefly covered in the introductory course. In each of these areas, psychological and sociological principles, statistical techniques, and practical business economics are blended in varying degree to produce the most effective knowledge and skill currently available for the specialist in personnel administration.

Other departments in the University, such as Economics and Psychology, offer courses enabling the student who majors in personnel administration to vary his approach to the study of the employer-employee relationship according to his interest.

For the student who wishes to direct his studies toward a more specialized career within the field of personnel administration, the major requirements may be altered with the written consent of a departmental adviser.

The student who desires to major in personnel administration should be aware that there is no substitute for experience in dealing with people in a work situation. He is advised to acquire such experience through limited part-time work and through after-graduation work-study programs arranged, when possible, by the Department. Otherwise, he should expect to spend some time in employment in another capacity until he acquires the background and experience necessary to become a personnel manager.

MAJOR IN PERSONNEL ADMINISTRATION. In addition to the general degree requirements listed on pages 27 to 31, the following major requirements must be completed:

1. *Major requirements:* Personnel Administration 210, 220, 230, 260, 340, 350 or Psychology 270; Management 245.
2. *Supplementary requirements:* Three courses selected from the following: Management 215, 220, 310, 350; Marketing 220; Sociology 218, 260; Economics 209 or 315.

210. Personnel Administration. Pre., Mgmt. 101, or Psych. 103. The personnel point of view as an indispensable approach to successful results in organizing human effort in modern business; the contributions of the social sciences to human relations; the best of present-day theory and technique involved in personnel relations in work groups.

220. Employment Techniques. Pre., 210. Basic approach to manpower management; manning schedules; position specifications; emphasis on selection process, especially interviewing, using role playing techniques.

230. Employee-Employer Relations. Pre., 210. Handling dissatisfactions; disciplinary policy; intercommunication between management and workers; management-union relations; and various labor laws.

260. Supervisory and Employee Training. Pre., 210 or consent. Methods of training employees; building a training program; developing supervisors; determining the need for supervisory training; measuring the results of training; examination of growth of company training programs.

Courses Open to Both Undergraduate and Graduate Students

340. Wage and Salary Administration. Pre., 210 or consent. The relationship of job evaluation, job classification, merit rating systems, seniority systems, and salary surveys to wage and salary administration; examination of all forms of compensation, including wage rates, salary structure, incentive systems, bonus plans, profit sharing, stock options, and fringe benefits.

350. Theory and Principles of Testing. Pre., 210; Econ. 234 or Psych. 200; and Psych. 103. Construction, validity and reliability of those tests commonly used in commerce and industry to determine abilities, achievements, and personality characteristics; administration, scoring, and test battery validation.

390. Research in Personnel Administration. Pre., 12 s.h. in personnel administration, and senior standing. 1-4 s.h.

Courses Open to Graduate Students Only

401. Understanding Human Behavior.

REAL ESTATE*

(Division of Continuing Education and Extension)
Certificate in Real Estate: See program outlined on page 38.

Training in real estate at Roosevelt University has consisted to date in equipping students to participate successfully in business activities related to real property ownership, management, and sales. The goal is to help students become acquainted with principles and practices over a wide range of employment potential—from the operation of office buildings to real estate finance, insurance, and the development of residence communities; also, from property brokerage on the one hand to public and co-operative housing on the other.

The College of Business Administration recognizes that conflicting social views and plans respecting the future of housing should be studied; that many of the skills and much of the professional requirements are the same in private competitive and public or co-operative real estate activity—i.e., financing, appraisals, property management, insurance, and community planning.

**Real Estate courses are offered under the jurisdiction of the Division of Continuing Education and Extension. Courses carry credit towards a certificate only. Degree credit is granted in some instances by special permission of the dean.*

Each of the following courses carries two semester hours of certificate credit. Dean's permission is required for degree credit.

111. Real Estate Practice. A survey of the various parts of the real estate business, including theory and present practice. Adapted for those in the real estate field or those about to enter. Preparation for those wishing to take the Illinois Broker or Salesman License Examination.

210. Public Records. The general function of public county records affecting real estate, with demonstrations in the offices of Cook County Assessor, Clerk, Recorder of Deeds and Treasurer. A practical study of land assessment problems, building valuation process, legal descriptions, tax rates, tract books, recorded maps and documents and tax collection records.

230. Real Property Law. The fundamentals of the law of real property. A study of conveyances, mortgages, liens, leases, types of estates, agency responsibility and legal problems when dealing with real estate.

231. Real Estate Conveyancing. Pre., 230 or consent of instructor. A detailed text and problem course in the understanding and actual preparations of various forms and documents used in real property transactions, including deeds, mortgages, contract for a deed, leases, sales contracts and the closing statement.

250. Real Estate Brokerage. Techniques of sales and leasing. Single family, two apartment, three story walk-up, elevator, office building, commercial, industrial and co-operative apartment properties.

261. Property Management. Real property management problems, such as rental schedules, maintainence and repairs, purchasing, drawing of specifications, accounting, techniques for handling tenants and getting properties to manage.

275. Property Insurance. Fire, inland marine, casualty and liability insurance. Risk analysis and determination of coverages required.

281. Real Estate Finance. Sources of funds to the mortgagor, methods used in financing real property, constant payment plan, lease backs, default and bonds.

283. Building Construction. Terminology, materials and procedures used in building construction. Legal safeguards and liens, unit costs and problems of both property owner and contractor.

285. Real Estate Valuation. Appraising the value of buildings, sites and leaseholds, valuation by capitalization of income, comparison and replacement less depreciation.

286. Advanced Real Estate Valuation. Pre., 285 or consent. Continuation of 285. Preparation of appraisals. Techniques are applied to the field and reviewed in the classroom.

SECRETARIAL PRACTICE*

(College of Arts and Sciences)
Certificate in Secretarial Practice: See program outlined on page 38.

The program in typewriting and shorthand is planned primarily to permit college students to acquire these important skills. It is believed that efficiency in typewriting and shorthand not only adds greatly to a student's capacity for college work, but that these skills will prove very important culturally and in employment.

Note: Not more than fifteen semester hours of credit in secretarial practice may be applied toward a degree in the College of Business Administration, and not more than ten semester hours toward a degree in the College of Arts and Sciences.

101. Gregg Shorthand I. Pre., 111 or equivalent, or concurrently. Fundamental principles; reading and penmanship; dictation of simple business letters.

102. Gregg Shorthand II. Pre., 101 and 111, or equivalent. Fundamental principles; vocabulary building and reading; simple dictation; introduction to the technique of transcription.

103. Gregg Shorthand III. Pre., 101 and 112, or equivalent. Advanced dictation to build a vocabulary sufficient for business office and general secretarial work; attainment of speed of 100 to 110 words per minute; transcription of shorthand notes; production of mailable letters.

104. Gregg Shorthand IV. Pre., 103 or equivalent. Dictation at the rate of 120 words a minute; transcription on typewriter at rate of 35 words a minute.

111. Typewriting I. Technique in the operation of the typewriter; keyboard mastery; simple business letter forms; centering and tabulation; attainment of net speed of 25 or 30 words per minute. 2 s.h.

112. Typewriting II. Pre., 111 or equivalent. Continued emphasis on the technique and development of typing power; business letters and forms; rough drafts; tabulation; net speed of 40 to 45 words a minute is attained. 2 s.h.

113. Typewriting III. Pre., 112 or equivalent. Advanced typing problems, including letters, tabulations, bills, rough drafts, and stencils; development of typing power; net speed of 50 to 60 words per minute is attained. 2 s.h.

120. Office Machines. Pre., 112 or equivalent. The operation of calculating, duplicating, and other common office machines and their use in the business office. 2 s.h.

**Although the College of Business Administration awards a certificate in this field, courses in secretarial practice are offered under the jurisdiction of the College of Arts and Sciences.*

SCHOLARSHIPS AND STUDENT AID

HIGH SCHOOL COMPETITIVE SCHOLARSHIPS. These renewable full-tuition scholarships are open to high school seniors who place in the upper fifth of their class with a superior grade point average. The applicants must submit certain test scores from designated testing organizations. In addition, applicants for music scholarships are required to audition in their particular instrument. Auditions are held during the first week in March.

These scholarships are offered once a year. Filing dates for both mid-year or June graduates are December 15 through March 15. Announcements of all awards are made on April 1. The scholarships are renewable up to four years for high school students. Application forms may be obtained from your high school counselor.

JUNIOR COLLEGE COMPETITIVE SCHOLARSHIPS. These renewable full-tuition scholarships are limited to junior college students who will be graduated within the semester in which the competitive examinations are given, and who place in the upper fifth of their class with a superior grade point average. The examinations are held at the University each December for mid-year graduates, and each April or May for June graduates.

The scholarships are renewable up to two years for junior college students. Application forms may be obtained from the junior college counselor.

TRANSFER SCHOLARSHIPS. These scholarships are available to transfer or continuing Roosevelt University students with superior grade point averages. They are not available to junior college graduates who are eligible to apply for the Junior College Competitive Examination. Scholarship recipients must enroll in a regular full-time program at the University.

These scholarships are awarded annually, and applications are available December 15 through March 15. Awards are announced April 1, for the subsequent academic year.

"B" SCHOLARSHIPS. Partial scholarships are available to "regular" students who have completed one semester at Roosevelt University with a grade point average of "B" or better. In some exceptional cases, they may be awarded to transfer students with a superior grade average. These scholarships are awarded on the basis of need and excellence of academic record. Application for "B" scholarships must be made in April for the fall term, and November for the spring term.

SCHOLARSHIP FUNDS. A wide variety of scholarships is available. Some scholarships are for entering students; others are for upperclass students, department majors, and graduate students. Funds are provided by personal, business, or foundation grants. The Women's Scholarship Association of Roosevelt University is active in obtaining community support each year for a substantial number of scholarships of all types. It is not necessary to apply for a particular scholarship, since each applicant is considered for every appropriate award.

The major scholarship funds are:

A. Richard Frank Memorial Scholarship. *Established by the Board of Trustees in memory of a member of the Board.*

Bess Sisskind Memorial Scholarship. *Awarded annually to a high school graduate showing evidence of need.*

B'nai B'rith Women District No. 6 Scholarship.

Commonwealth Edison Company Scholarships.

Conroy M. Lawson Memorial Scholarship. *In memory of the long-time field representative of the University, provided by the Women's Scholarship Association.*

Continental Grain Foundation Scholarship.

Dorothy and Sol Wolpert Scholarship.

Elie Vilatzer Memorial Scholarship.

Fannie and Abraham Wertheimer Memorial Scholarship.

Fannie and Jacob Goynshor Memorial Scholarship.

Fannie and Max Targ Music Scholarship.

Farm Bureau Scholarship. *Provided by the Women's Scholarship Association.*

Farmers Insurance Group Scholarship.

Fred W. Lewing Memorial Scholarship.

Gertrude and Harry Salk Scholarship.

Harold L. Ickes Memorial Scholarship. *Provided by the Women's Scholarship Association in memory of the second chairman of the University's Board of Trustees.*

Helene and Evelyn Rautbord Memorial Scholarship.

Hyman and Sarah Lipner Memorial Scholarship Fund.

Illinois Conference League Scholarship Fund.

Illinois Women's Society Scholarship.

DR. JACK FRIEDMAN MEMORIAL SCHOLARSHIP.

JAMES I. AND VIOLA LOEB MEMORIAL MUSIC SCHOLARSHIP.

JEANETTE TRIPLETT JONES SCHOLARSHIP

JOSEPH H. WHITE MEMORIAL SCHOLARSHIP. *Established by the Business and Professional Chapter of the American Veterans Committee.*

JUDITH ANN ZEMANS MEMORIAL SCHOLARSHIP FUND.

LEONARD J. ADAMS MEMORIAL SCHOLARSHIP.

LIEUTENANT DANIEL LEE HALPERIN SCHOLARSHIP. *Established by parents and friends in memory of the Lieutenant who died in World War II.*

LUCIUS N. LITTAUER FOUNDATION SCHOLARSHIP. "*Character, scholastic achievement, and promise of future use to society are to be given consideration, as well as financial need.*"

MARY E. WINSLOW (LABOR EDUCATION) SCHOLARSHIP. "*To give training to promising women in the field of labor, and to enable them to take a more vital part in trade union activities.*"

ESTHER SWIREN GREEN SCHOLARSHIP. *Established by The Swiren Fund. Awarded to an accounting student and includes full tuition plus a $100 stipend.*

JOSEPH H. JACKSON ENDOWED SCHOLARSHIP. *Given and named by the National Baptist Convention, USA, Inc., September 8, 1962, in honor of the president of the Convention. The scholarship is given to encourage students to pursue their education at Roosevelt University, the progress and philosophy of which are designed to make better citizens for living and serving in a democratic society.*

MARTHA G. WOLF MUSIC SCHOLARSHIP.

MAUD AND JOSEPH WAXELBAUM MEMORIAL SCHOLARSHIP.

MAURICE L. ROTHSCHILD AND COMPANY SCHOLARSHIP.

MAX ADLER HONOR SCHOLARSHIP. *Established by the family in memory of the distinguished Chicago businessman and philanthropist.*

MILTON E. GOODMAN AND MILTON E. GOODMAN II MEMORIAL SCHOLARSHIP.

DR. MORRIS L. PARKER SCHOLARSHIPS. Preference for pre-medical students.

MORRIS SCHWARTZ AND CHARLES RESNICK MEMORIAL SCHOLARSHIP. *Established by Mr. and Mrs. Solomon Jesmer.*

MUSARTS SCHOLARSHIP.

NATHAN MESIROW MEMORIAL SCHOLARSHIP. *Established in his memory by the Mesirow Charitable Foundation.*

NATIONAL BAPTIST CONVENTION SCHOLARSHIPS. "*To encourage students to pursue their education in Roosevelt University, the purpose and philosophy of which are designed to make better citizens for living and serving in a democratic society.*"

OLIVER DITSON SCHOLARSHIPS. *Awarded by the Chicago Musical College.*

PETER GABERMAN MEMORIAL SCHOLARSHIP FUND.

PHI DELTA DELTA SORORITY SCHOLARSHIP.

PHI SIGMA DELTA FRATERNITY SCHOLARSHIP. *To be awarded to a "worthy and needy student without restriction as to race or religion."*

PHYSICAL SCIENCE SCHOLARSHIP FUND.

PRESSER FOUNDATION SCHOLARSHIP. *Awarded by the Chicago Musical College.*

DR. RICHARD H. JACKSON HONOR SCHOLARSHIP.

RICHARD JENSON GRANT-IN-AID FUND.

ROOSEVELT UNIVERSITY MEMORIAL SCHOLARSHIP FUND. *A number of awards are provided by gifts of people in honor of a birthday, anniversary, or in memory of a friend.*

ROSETTE S. LOWENSTEIN MEMORIAL SCHOLARSHIP. *Established in memory of a friend of the University.*

SAM WINSTON SCHOLARSHIP FUND.

SCROLL STUDIO SCHOLARSHIP.

SHERMAN FOUNDATION SCHOLARSHIP.

SIDNEY HILLMAN FOUNDATION SCHOLARSHIPS. *The Foundation, supported by the Amalgamated Clothing Workers of America, provides a number of scholarships each year "for students (a) professionally interested in such matters as improved race relations, advancement of democratic trade unionism, greater world understanding, and related subjects; (b) scholarship; and (c) need for assistance. Where the first two factors are of a high order, the third should be controlling."*

WEIL SCHOLARSHIP.

HAROLD ETTLINGER MEMORIAL SCHOLARSHIP. *Established by Mr. and Mrs. Seymour Ruck.*

GEORGE WEINER SCHOLARSHIP FUND.

MICHAEL KIRK MEMORIAL SCHOLARSHIP. *Michael Kirk (1939-1963) was a student at Roosevelt University from 1959-1962. He showed promise as a student and responsibility as a citizen. His sphere of interest was wide and transcended the confines of scholarly pursuits. He aspired to join thought and action.*

NATHAN H. AND ROSE C. PASET SCHOLARSHIP.

NATHAN S. GOLDSTEIN MEMORIAL SCHOLARSHIP. *To be awarded to a student who is working toward being a professional accountant.*

ARNOLD S. KIRKEBY MEMORIAL SCHOLARSHIP.

ROBERT R. MCCORMICK FOUNDATION SCHOLARSHIP FUND.

THE MAHALIA JACKSON SCHOLARSHIP FUND. *To be awarded to a student who is engaged in the church music program.*

NORMA FORNICIARI MEMORIAL SCHOLARSHIP FUND.

STUDENT LOANS

The major source of student loans is the National Defense Student Loan Fund, administered by the University under the National Defense Education Act of 1958. Loans are also made from the University's separate loan funds, especially to students ineligible for National Defense Loans. Applications for all loans should be made to the Office of Student Aid.

NATIONAL DEFENSE STUDENT LOAN PROGRAM. This fund enables both prospective and currently enrolled undergraduate and graduate students to borrow substantial funds in support of educational objectives. The Act requires that each borrower be, or intend to be, in the opinion of his institution, capable of maintaining a good standing in his course of study.

Special consideration is given to students with a superior academic background who express a desire to teach in public elementary or secondary schools, and whose academic background indicates superior capacity or preparation in science, mathematics, engineering, or a modern foreign language.

The maximum loan permitted a borrower in any one year is not to exceed $1,000 and during his entire course in higher education a sum not exceeding $5,000. Repayment of the loan must begin one year after the borrower ceases to be a full-time student and be completed within 10 years thereafter. No interest accrues prior to the beginning of the repayment schedule. Interest thereafter accrues at the rate of 3 per cent per year. The obligation to repay the loan is cancelled in the event of the borrower's death or permanent and total disability.

In the event the borrower becomes a full-time public elementary or secondary school teacher, the Act contains a provision that up to 50 per cent of his loan (plus interest) may be cancelled. Such cancellation is to be at the rate of 10 per cent a year up to 5 years. Applications may be obtained from the Student Aid Office, Room 830. Such application must be made in April for the fall term, and November for the spring term.

ROOSEVELT UNIVERSITY LOANS. Long term tuition loans, repayable after graduation at low interest, are available to juniors, seniors and graduate students, for an amount not to exceed half tuition. Loans are made only to students with averages of "B—" or higher. The Judith Ann Zemans Memorial Loan Fund makes loans available to outstanding leaders in student activities with averages of "C+" or higher. Short term, low-interest emergency loans are made for purposes other than tuition, in amounts not to exceed $50. These loans normally are repayable within one semester.

LOAN FUNDS

Aron Dorfman Memorial Student Loan fund
E. and M. Reisman Tuition Loan Fund
Irving Kirshner Memorial Cousins Fund
James B. Supple Memorial Loan Fund
Judith Ann Zemans Memorial Fund
Lester B. Joseph Memorial Student Loan Fund
Memorial Student Loan Fund
Rose Brock Student Loan Fund
Irma Cahn Loan Fund
Dr. R. Jackson Loan Fund

TUITION AND FEES*

TUITION

Tuition in the College of Arts and Sciences, the College of Business Administration and the College of Music is determined by the number of semester hours of credit for which the student is enrolled, as follows:

Undergraduate tuition, per semester hour	$27.50
Graduate tuition, per semester hour	33.50
Additional charge for each laboratory or double-period subject	10.00

NOTE: *An extra charge of fifty cents ($.50) per semester hour will be added to the above tuition rates if all charges are not paid in full at the time of registration.*

Tuition charge for Reading Improvement: Same as for a 2-semester-hour course

Tuition charge for Basic Writing Practice: Same as for a 3-semester-hour course

Labor Education Division:

Regular courses — 8 weekly sessions	$10.00

The tuition charge is inclusive in nature and avoids the necessity for separate fees for health service, certain social activities, and subscriptions to the student publications.

**For tuition and fees in the Chicago Musical College, the Graduate Division, and the Division of Continuing Education and Extension, see the special catalogs issued by those divisions.*

FEES

Application for admission fee (non-refundable)	$ 5.00
Registration fee (non-refundable) for each registration	3.00
Proficiency examination fee, per semester hour	5.00
Accident and sickness insurance (optional except for foreign students) (rate subject to change annually), per semester	9.00
Physical examination fee if examination not given by personal physician	5.00
American Institute of Accountants Examination	2.00
Language laboratory fee, for all 101 and 102 courses, per semester	3.00
Typewriting fee	3.00
Chemistry breakage deposit (refundable less amount of breakage and materials)	10.00
Graduation fee	15.00
Business Administration certificate fee	5.00
Concerts fee (Music 200)	3.00
Transcript of credits fee (for each after the first)	1.00
Fee for replacement of Identification Card	1.00 to 3.00

TUTORING AND SPECIAL EXAMINATION FEE. The minimum fee for private tutoring, where such tutoring is permitted in order that students may make up work they have missed, is $3 an hour. The fee for a special examination, when it is given outside of the instructor's regular class periods, is $3. A locker fee of $1 a month, or any part of a month, is required of students who are using the chemistry laboratory to remove an incomplete grade.

The University accepts all tuition and fees with the understanding that the student, in paying such tuition and fees, agrees to abide by all the regulations of the University, whether printed in this catalog or not, and by any decisions of the administration or faculty regarding the student's status in the University.

The University reserves the right to change tuition and fees as conditions may require.

No extra fee or tuition is charged for out-of-state students.

Although the University exercises reasonable precaution, it can assume no responsibility for accidents to students which may occur incident to attendance at or participation in classroom or laboratory work or intramural activities.

LATE REGISTRATION FEE. A charge of $5 will be made for late registration. This fee will be assessed on all registrations which occur after the first week of a semester or term.

CHANGE OF PROGRAM FEE. A charge of $5 will be made for each change of program made subsequent to the issuance of class cards. This charge will not be assessed when the change involves merely adding to or subtracting from the student's program.

LOCKER RENTAL FEES. The University has available for student rental a limited number of lockers for clothing, books, etc. These lockers are furnished, with padlock, on the following rental basis:

Rent for semester or summer	$1.00
Lock deposit (refundable)	1.25

In renting a locker, the student agrees that the University is free from any and all responsibility for loss and damage to the student's property. Lockers are available, while the supply lasts, at the Cashier's Office.

STUDENT ACTIVITIES FEE. The University does not assess a separate student activities fee, as such. However, an appropriation is made in the amount of $1.25 for each evening student and $2.50 for each day student for student activities purposes during the fall and spring semesters. The student activities fund so accumulated is used to support those activities falling under the jurisdiction of the Student Activities Board, such as the Roosevelt University Torch, the Roosevelt University Theater, the Radio Workshop, the Student Senate, and the social and athletic functions of the Student Activities Office and the Physical Education Department.

PREPAYMENT OF TUITION. Twenty-five per cent of the semester's tuition and fees must be paid at the time of registration before class attendance cards will be issued. Students will not be permitted to attend classes unless payments are made as indicated.

PAYMENT PLANS. Tuition and fees are payable in full at the time of registration. Some students find it inconvenient to pay the full amount at once. To accommodate them an extended payment plan

is available. An extra charge of fifty cents per semester hour is assessed if tuition and fees are not paid in full at time of registration.

The extended payment plan is as follows:

Twenty-five per cent of tuition and fees in advance;

A total of 50 per cent by the end of the second week of the semester;

A total of 75 per cent by the end of the fifth week of the semester;

Payment in full by the end of the eighth week of the semester.

A proportionately shorter plan is available for the summer term.

Responsibility for making payment arrangements other than these rests with the student, and they must be made with the Bursar at the beginning of the semester. A late payment fee of $1 is charged each time a payment is made later than the date specified or agreed upon.

No student having any unpaid accounts will be issued a transcript of his credits or a diploma. Furthermore, he will not be permitted to enroll for any term until all accounts of the preceding term are adjusted with the Bursar.

WITHDRAWALS, REFUNDS, AND CREDITS. Tuition refunds or credits may be granted in those cases where proof is furnished that the reason for withdrawal from the University is one that is beyond the control of the student.

Application for refunds or credits must be made through the Cashier's Office and may be granted according to the following regulations:

1. Credits on tuition will be granted if withdrawal is made during the first four weeks of the semester, or the first three weeks of the summer term.
2. The date of withdrawal for purpose of refund shall be the *date on which application for refund is made*, and not the date on which class is last attended. Hence, an application for refund should be signed at once upon withdrawal from any course.
3. Schedule of tuition credits in a regular semester:

Withdrawal:	*Tuition charge cancelled*
before first class session	100%
during first week	80%
during second week	60%
during third week	40%
during fourth week	20%
after fourth week	none

A comparable, but shorter, schedule of credits applies to the summer terms.

GENERAL INFORMATION

THE UNIVERSITY BUILDING. The Auditorium Building, which is owned by the University, has long been considered an architectural masterpiece. It is a massive ten-story structure, fronting on Michigan Avenue and extending one block west along Eisenhower Parkway to Wabash Avenue.

The entire structure, although complex in design and engineering, has architectural unity. It is an important building, not only because of its intrinsic beauty, but also because the architects, Louis Sullivan and Dankmar Adler, achieved through its construction a great influence in the modern architectural movement. Much of the detailed drawing for the ornamental work was done by Frank Lloyd Wright, who was a young draftsman in the office of Adler and Sullivan when the Auditorium Building was being planned.

The Auditorium Building is as rich in history as it is in aesthetic interest. Long the home of the Chicago Civic Opera, it has also been the scene of historic political conventions and cultural events of the first magnitude. It is appropriate that a building so important in the life of Chicago and of America should have become the home of Roosevelt University.

THE LIBRARY AND EQUIPMENT. The University Library, located on the tenth floor, is open from 9 a.m. to 9 p.m. Monday through Thursday; 9 a.m. to 6:30 p.m. on Friday; and 12 noon to 5 p.m. on Saturday. Regularly enrolled students, faculty, and staff of the University may borrow materials from the library. The library is open to the public for reference use only.

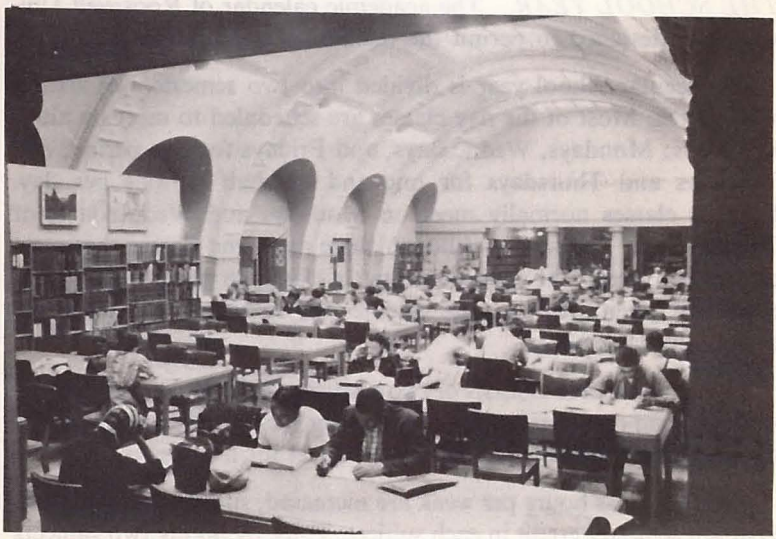
The main reading room occupies the entire Michigan Avenue side of the building in the quarters which once served as the ballroom and banquet hall of the Auditorium Hotel. The reference collection and unbound periodicals are housed in the reading room. Trained reference librarians are on duty there at all times.

The stack area contains the major portion of the 150,000 volume book collection. The collection is growing at the rate of approximately 7,500 volumes per year.

In addition to its own facilities, the library is a deposit station of the Chicago Public Library. About 500 Public Library books are placed in the Roosevelt University Library on a more or less permanent loan and are supplemented by other titles for short periods. Interlibrary loans are arranged with other libraries on request. The library is equipped with a micro-film reader, a micro-card reader, a Readex card reader, and a photo copier.

A special music reading room, supervised by a music librarian, houses the library collections of music and books about music. Earphone equipment is available for listening to tapes and phonograph records. The records are also charged out for use in listening rooms and classes, but not for home use. Most of the other materials in the collection circulate.

As a part of the library service, the University maintains an audio-visual bureau as an aid to instruction in all departments. More specialized equipment is found in fifteen laboratories, thirty-five studios and practice rooms, and a number of special purpose classrooms.



ACCREDITATION. Both the undergraduate and graduate divisions of Roosevelt University are accredited by the North Central Association of Colleges and Secondary Schools. The University is also accredited by the Illinois State Examining Board for teacher education, and its courses are accepted for promotional credit by the Board of Education of the City of Chicago.

Roosevelt University is approved for veterans' education by the State Approval Agency, State Office of the Superintendent of Public Instruction for the State of Illinois; and the United States Office of Immigration has approved the University for the training of non-quota foreign students.

Roosevelt University is a member of such associations as the American Council on Education, the Association of American Colleges, the Association of Urban Universities, the Association of University Evening Colleges, the National Association of Schools of Music, the Midwest Conference on Graduate Study and Research, and the Council of Graduate Schools in the United States.

Roosevelt University is approved by the American Association of University Women. Women graduates are eligible, therefore, for membership in the chapters of the Association.

THE SCHOOL YEAR. The academic calendar of Roosevelt University is designed to permit the maximum acceleration of studies.

The regular school year is divided into two semesters of sixteen weeks each. Most of the day classes are scheduled to meet on alternate days: Mondays, Wednesdays, and Fridays for one period, and Tuesdays and Thursdays for one and one-half periods per day. Evening classes normally meet on Mondays and Wednesdays, or Tuesdays and Thursdays, although there are some classes that meet only once a week. The amount of time in class, the work covered, and the credit given are the same whether the subject is offered in the evening or daytime.

The summer term consists of two sessions of six weeks each for day students, and one session of nine weeks for evening students. Some of the graduate summer term day classes meet for five weeks.

Since the class hours per week are increased, summer students can earn full semester credit in each subject. Thus, by taking two subjects in each of the two summer sessions, day students may earn as many as sixteen semester hours of credit; evening students, as many as eight semester hours.

OFFICIAL DIRECTORY FOR 1964-65

BOARD OF TRUSTEES

LYLE M. SPENCER
CHAIRMAN
Board of Trustees,
President, Science Research Associates

MAX R. SCHRAYER
VICE-CHAIRMAN
Board of Trustees
Senior Vice-President,
Associated Agencies, Inc.

SVEND A. GODFREDSEN
SECRETARY
Board of Trustees

HARLAND H. ALLEN
Chairman of the Board, Growth Research, Inc.

MORRIS BIALIS
Vice-President, International Ladies' Garment Workers Union; Manager, Chicago Joint Board of ILGWU (AFL-CIO)

ROBERT C. COSBEY
Professor of English,
Roosevelt University

CHARLES DOLLARD
Educational Executive

MRS. ABEL E. FAGEN

HAROLD FRIEDMAN
President,
Chicago Construction Company

OTTO E. GEPPERT
Denoyer-Geppert Company

GERALD GIDWITZ
Chairman of the Board,
Helene Curtis Industries

EDWARD S. GORDON
Professor of Marketing and Chairman of the Department of Marketing and Advertising, Roosevelt University

PATRICK E. GORMAN
International Secretary-Treasurer, Amalgamated Meat Cutters and Butcher Workmen of North America (AFL-CIO)

HERBERT H. HEYMAN
Partner, Landau and Heyman, Inc.

PERCY L. JULIAN
Retired President, Julian Laboratories and Laboratorios Julian de Mexico
Director, Julian Research Laboratorios

WINSTON KENNEDY
Real Estate Manager,
The University of Chicago

ROBERT WILLIS KERR
President, Fluor Products Company

PHILIP M. KLUTZNICK
President, Klutznick Enterprises

ERIC L. KOHLER
Management and Government Consultant

THEODORE K. LAWLESS, M.D.

PHILIP MULLENBACH
President, Growth Industry Shares

ROBERT J. PITCHELL
President, Roosevelt University

JONATHAN H. PUGH
Executive Vice-President, Talman Federal Savings & Loan Association of Chicago

JEROME N. ROBBINS
Attorney, Hertz, Flynn, Robbins & Schwartz

ROBERT RUNO
Associate Professor of Political Science
Roosevelt University

HARRY SALK
Chairman of the Board, Salk, Ward and Salk, Inc.

MRS. EDITH SAMPSON
Judge, Municipal Court of Chicago

H. HORTON SHELDON
Vice-President, Professor of Physics and Chairman of the Department of Physics, Acting Dean of Faculties,
Roosevelt University

MRS. JOHN V. SPACHNER
Chairman, Auditorium Theater Council

LOUIS L. SPEAR
President and Chairman
Forus Investment Corporation

JAMES E. STAMPS
Vice-President, Service Federal Savings & Loan Association

JEROME H. STONE
Executive Vice-President,
Stone Container Corporation

KENDALL B. TAFT
Professor of American Literature and Chairman of the Department of English and Speech, Roosevelt University

MELVIN T. TRACHT
Treasurer and Business Manager
Assistant Secretary, Board of Trustees

ROLF A. WEIL
Professor of Finance and Economics and Dean of the College of Business Administration, Roosevelt University

MORTON WEINRESS
Senior Partner, Weinress & Company

WALTER A. WEISSKOPF
Professor of Economics and Chairman of the Department of Economics,
Roosevelt University

DIRECTIONS FOR CORRESPONDENCE

Admission of students	*Director of Admissions*
Alumni affairs	*Alumni Director*
Business affairs	*Treasurer*
Catalogs and bulletins	*Office of Publications*
Contributions or bequests	*Office of Development*
Faculty appointments	*The President*
Graduate courses	*Dean, Graduate Division*
Music affairs	*Dean, Chicago Musical College*
Payment of student bills	*Cashier*
Public events and lectures	*Office of Publications*
Rental of rooms	*Treasurer*
Undergraduate scholarships and student aid	*Director of Student Aid*
Graduate scholarships	*Dean, Graduate Division*
Student affairs	*Student Activities Director*
Student employment	*Director of Placement Office*
Teacher placement	*Director of Placement Office*
Transcript of records, academic reports, etc.	*Registrar*
Veterans' affairs	*Veterans' Coordinator*
Reinstatement	*Dean of Students*
Health and Medical Matters	*Director, Health Service*
Correspondence Study	*Director of Correspondence Study Division*

OFFICE HOURS

Information Counter in Lobby

9 a.m. to 8 p.m. Monday through Thursday
9 a.m. to 5 p.m. Friday
Closed Saturday
An increased schedule is maintained during registration periods.

Library

9 a.m. to 9 p.m. Monday through Thursday
9 a.m. to 6:30 p.m. Friday
12 noon to 5 p.m. Saturday

Administrative Offices

9 a.m. to 5 p.m. Monday through Friday
Certain student service departments are open during the evening, as noted on their office doors.

Chicago Musical College

9 a.m. to 8 p.m., except on Saturdays when the office closes at 4 p.m.

Faculty Offices

Office hours of the various faculty members are posted at the information counter in the lobby; also on doors of the faculty offices. The earliest classes begin at 8:25 a.m. and the latest evening classes end at 10 p.m.

Building Hours

Building hours for the fall and spring semesters are: Monday through Friday: 8:00 A.M. to 10:30 P.M. Saturdays: 8:00 A.M. to 6:30 P.M.

ADVISERS

MARIAN ANDERSON
FRANCIS BIDDLE
PEARL S. BUCK
RALPH J. BUNCHE
AGNES DEMILLE
WILLIAM O. DOUGLAS
DAVID DUBINSKY
MURRAY D. LINCOLN
GUNNAR MYRDAL
VIJAYA LAKSHIMI PANDIT
FRANCES PERKINS
JACOB S. POTOFSKY
WALTER P. REUTHER
IRVING SALOMON
ADLAI E. STEVENSON
JAMES P. WARBURG

Office of President Emeritus

EDWARD J. SPARLING, PH.D., LL.D.

ADMINISTRATIVE OFFICERS

Office of the President

ROBERT J. PITCHELL, PH.D., *President*
SIDNEY KRAUS, PH.D., *Assistant to the President*
MARY SONODA, B.S., *Private Secretary to the President*
GERALDINE TRAMMELL, B.A., *Staff Assistant*
DIANE CUMMINGS, *Administrative Secretary*

Office of the Dean of Faculties

H. HORTON SHELDON, PH.D., *Acting Dean and Vice-President*
MERNA STRAUB, A.B., *Dean's Assistant*

The Graduate Division

EUGENE LIEBER, Ph.D., *Acting Dean*
SVEND A. GODFREDSEN, *Assistant to the Dean*
HELENE HOFFMAN, *Administrative Secretary*

College of Arts and Sciences

OTTO WIRTH, PH.D., *Dean*
ANNIE COLEMEN, *Administrative Secretary*
DARLENE GACA, *Senior Secretary*

Chicago Musical College

JOSEPH CREANZA, M.A., *Dean*
FELIX GANZ, PH.D., *Assistant to the Dean*
LAVERNE SIMPSON, B.A., *Assistant Registrar in Music*
CAROLYN COMBS, B.A., *Administrative Clerk*
JOYCE KREMHOLZ, *Administrative Secretary*

College of Business Administration

ROLF A. WEIL, PH.D., *Dean*
RICHARD J. THAIN, M.A., *Assistant Dean*
JEWELENE ROBINSON, *Administrative Secretary*
SANDRA KELLY, *Senior Secretary*

Office of the Treasurer

MELVIN T. TRACHT, A.B., *Treasurer and Business Manager*
YOLANDA HILL, *Administrative Secretary*
J. A. BALY, *Bookstore Manager*
CHARLOTTE BERRY, B.S.C., *Chief Accountant*
CORNELIA BUSSEY, *Bursar*
DONALD R. KERINS, *Supervisor of Computer Center*
MAX A. NICHOLS, *Building Superintendent*
JOANNE B. KOCH, M.A., *Director of Publications*

Office of Development

HELEN R. ADAMS, B.A., *Acting Director of Development*
BERNARD SKLAR, M.B.A., *Director of Alumni Relations*
KATHRYN FLETCHER, *Office Manager*

Office of News and Broadcasting

MILTON SHUFRO, B.J., *Director*
RICHARD C. KORTKAMP, B.A., *Assistant to the Director*

Office of Institutional Research

LYNN MACK, B.A., *Director*

Division of Continuing Education and Extension

ROBERT J. AHRENS, M.A., *Director*
CLAIRE LONGINI, B.S., *Administrative Secretary*
ELSA RICHMOND, PH.B., *Director of the Reading Institute*

Labor Education Division

FRANK W. MCCALLISTER, *Director*
THEODORE RUHIG, M.A., *Assistant Director*
DUANE BEELER, M.A., *Special Projects*
SYLVIA DOMBEK, B.A., *Administrative Secretary*

Division of Student Services

ARTHUR E. HOOVER, PH.D., *Dean of Students*
LYDIA GODFREDSEN, *Chief University Receptionist*
CARRIE B. BROWN, *Administrative Secretary*
RALPH MEINKING, B.S., *Field Representative*
JOHN EOYANG, B.MUS., *Field Representative*

Office of the Registrar

DONALD H. STEWARD, M.A., *Registrar*
MARIAN H. KLINGS, *Recorder*
LOIS M. KAHAN, B.A., *Assistant Registrar*

Admissions Office

HOWARD G. WINEBRENNER, PH.B., *Director*
LILY S. ROSE, B.A., *Assistant Director*
GAIL F. LITWILLER, B.A., *Assistant to the Director*

Physical Education

EDWIN W. TURNER, M.A., *Director*
MARLENE JOAN RUSNAK, B.S., *Instructor*

Student Activities Office

ELAINE TROJAN, B.A., *Director*
SUSAN GORDON, *Senior Secretary*

Counseling and Testing Service

ALYCE E. PASCA, B.A., *Director*
MORTON HOROWITZ, M.A., *Counselor*
MARY E. KEVLIN, M.A., *Counselor*
DANIEL PERLMAN, M.A., *Counselor*
HANNA STEIER, M.A., *Counselor*
OLGA POUR, B.A., *Psychometrist*
NANNIE M. VERNON, *Senior Secretary*

Foreign Students and Veterans Office
Student Aid Office

ROBERT L. FRANKLIN, B.A., *Director of Student Aid; Foreign Student Adviser; Veterans' Coordinator*
AUDREY J. HARRIS, *Senior Secretary*

Placement Office

ARTHUR R. ECKBERG, B.A., *Director*
GLADYS STONE, B.E., *Assistant to the Director*
JULIA R. RANDOLPH, B.A., *Senior Secretary*

Student Health Service

ARTHUR L. BARBAKOFF, M.D., *Director*
ALFRED FLARSHEIM, M.D., *University Psychiatrist*
ERIC PASCHKES, M. D., *Consulting Psychiatrist*
ILSE MARCK, *Health Service Aide*

Library

MARJORIE KEENLEYSIDE, M.A., *Librarian*
GLADYS LEAMAN, B.S. in L.S., *Chief Reference Librarian*
ELISABETH RALPH, M.A., *Chief Cataloger*
WILLIAM SHANK, M.S. in L.S., *Chief Music Librarian and Audio Visual Director*
GLADYS TURNER, M.A., *Chief Circulation Librarian*
AVERY WILLIAMS, M.S. in L.S., *Senior Cataloger*
ESTHER WILLIAMS, *Senior Order Librarian*
EDNA MOMENT, B.S. in L.S., *Junior Reference Librarian*
J. MYRL POLAND, B.S. in L.S., *Junior Cataloger and Reference Librarian*
RANDALL JACKSON, B.S., *Audio-Visual Coordinator*
PAULINE ROSE, *Administrative Secretary*

FACULTY OF THE COLLEGE OF BUSINESS ADMINISTRATION

Departmental Roster

ACCOUNTING

SAMUEL W. SPECTHRIE, Chairman; *Professor of Accounting*
B.S., University of Illinois; M.B.A. Northwestern University; C.P.A., Illinois

JEAN DAVIDSON, *Instructor of Accounting*
B.A., Mt. Holyoke; B.S., University of Illinois; M.A. University of Wisconsin; M.A. Columbia University Teachers College; M.B.A., Roosevelt University; C.P.A., Illinois

JEROME ELLIS, *Assistant Professor in Accounting*
B.S.C., Roosevelt University; J.D., DePaul University; C.P.A., Illinois

LEONARD KASKEL, *Assistant Professor of Accounting*
B.S.C. and M.B.A., Roosevelt University; C.P.A., Illinois

DAVID KLEINERMAN, *Associate Professor of Accounting*
B.S., Northwestern University; M.A., DePaul University; M.B.A., University of Chicago; C.P.A., Illinois

ROBERT H. TUCKER, *Associate Professor of Accounting*
B.B.A., University of Miami; M.B.A., Northwestern University; C.P.A., Illinois

DAVID BRAMSON, *Lecturer*
B.S., University of Illinois; C.P.A., Illinois

RONALD I. CHASON, *Lecturer*
B.S.A., University of Illinois, C.P.A., Illinois

JACOB GOLDBERG, *Lecturer*
B.S.C., Northwestern University; C.P.A. Illinois

LEONARD I. GOODMAN, *Lecturer*
B.S.C., Central YMCA College; C.P.A., Illinois

GIRARD G. MILLER, *Lecturer*
B.S.C., Roosevelt University; C.P.A., Illinois

RODNEY A. RAWLS, *Lecturer*
B.S.C. and M.B.A., Roosevelt University; C.P.A., Illinois

SAMUEL A. ROBERMAN, *Lecturer*
B.S.C., Roosevelt University; C.P.A., Illinois

LOUIS SHAPIRO, *Lecturer*
B.S.C., Roosevelt University; C.P.A., Illinois

ADVERTISING

(See Marketing and Advertising.)

BUSINESS LAW

GERTRUDE METTEL, Course Chairman; *Associate Professor of Business Law*
B.A., University of Wisconsin; M.B.A., University of Chicago; J.D., Northwestern University

THEODORE MAHERAS, *Assistant Professor of Business Law*
A.B., Brown University; LL.B., Harvard University

MILTON RUBEN, *Lecturer*
LL.B., DePaul University

BERNARD KAPLAN, *Lecturer*
LL.B., DePaul University

ECONOMICS

WALTER A. WEISSKOPF, Chairman; *Professor of Economics*
DR. J., University of Vienna

ARYEH BLUMBERG, *Assistant Professor of Economics*
B.A. and M.A., University of Chicago

MICHA GISSER, *Assistant Professor of Economics*
B.Sc., School of Law and Economics (Tel-Aviv, Israel); M.A. and Ph.D., University of Chicago

JOSEPH HACKMAN, *Associate Professor of Economics*
PH.B. and M.A., University of Chicago

ROBERT B. NOBLE, *Instructor in Economics*
A.B. and M.A., University of California at Los Angeles

CHARLES A. ORR, *Associate Professor of Economics*
B.A., M.A., and PH.D., University of Michigan

FRANCES E. OXLEY, *Associate Professor of Economics*
B.A., University of Western Ontario; A.M. and Ph.D., Indiana University

ROLF A. WEIL, *Professor of Finance and Economics*
B.A., M.A., and PH.D., University of Chicago

ALBERT BELA HALASI, *Associate Professor of Economics Emeritus*
DR. JURIS, University of Budapest; Diploma, Oriental Academy, Budapest

SARA LANDAU, *Associate Professor of Economics Emeritus*
A.B. and M.A., University of Louisville

Faculty members keeping up to date.

FINANCE

ROLF A. WEIL, Chairman; *Professor of Finance and Economics*
B.A., M.A., and PH.D., University of Chicago

HASKEL BEN-ISHAY, *Associate Professor of Finance*
M.A. and PH.D., University of Chicago

SAJJAD A. HASHMI, *Assistant Professor of Finance*
B.A., University of Karachi; M.A., University of Punjab; Ph.D., University of Pennsylvania

BISMARCK S. WILLIAMS, *Assistant Professor of Finance*
A.B., Morehouse College; M.B.A., Atlanta University

LAWRENCE LEVIN, *Lecturer*

RICHARD MOSHER, *Lecturer*
B.A., St. Joseph University

EDWIN THURMAN, *Lecturer*
B.S., Northwestern University; J.D., DePaul University

JOHN THOMPSON, *Lecturer*
B.A., Princeton; M.B.A., University of Chicago

MANAGEMENT AND PERSONNEL ADMINISTRATION

ELBERT C. FLORA, Chairman; *Associate Professor of Management*
B.A., State Teachers College; M.B.A., University of Chicago

ARTHUR E. HOOVER, *Associate Professor of Management*
B.A., Roosevelt University; M.S. and PH.D., Illinois Institute of Technology

S. KUMAR JAIN, *Assistant Professor of Management*
B.S., Bombay University; M.B.A. and PH.D., New York University

CHARLES MCDERMID, *Assistant Professor of Management*
A.B., Loyola; M.A. and PH.D., University of Wisconsin

HERBERT L. SLUTSKY, *Assistant Professor of Geography*
B.S., M.S., and PH.D., University of Illinois

SHELDON R. WAGNER, *Associate Professor of Management*
B.S., M.S. (BUS. AD.), and M.S. (ED.), Indiana University

JOHN WATKINS, *Associate Professor of Management*
PH.B., MA., and PH.D., University of Chicago

LEON BLOCK, *Lecturer*
B.A. and M.A., University of Pittsburgh

PAUL F. GORBY, *Lecturer*
A.B., Northwestern University

HERBERT SCOTT, *Lecturer*
B.A., and M.A., University of Oklahoma; ED.D., Washington University

MARKETING AND ADVERTISING

EDWARD S. GORDON, Chairman; *Professor of Marketing*
M.B.A., University of Chicago

RALPH H. OAKES, *Professor of Marketing*
PH.B., M.B.A., and PH.D., University of Chicago

LAWRENCE SILVERMAN, *Assistant Professor of Marketing*
B.S., Temple University; M.B.A. and D.B.A., Michigan State University

KARL H. STEIN, *Associate Professor of Marketing*
B.A. and M.A., University of Oxford; M.B.A., Harvard University; PH.D.
New York University

RICHARD J. THAIN, *Associate Professor of Marketing*
PH.B. and M.A., Northwestern University

BRANDEL L. WORKS, *Professor of Marketing*
PH.B. and M.B.A., University of Chicago

PAUL F. GORBY, *Lecturer*
A.B., Northwestern University

DAVID WOLF, *Lecturer*
B.S., Northwestern University; M.B.A., University of Chicago

PERSONNEL ADMINISTRATION

(See Management and Personnel Administration.)

INDEX

Accident and Sickness Insurance, 20
Accounting, courses in, 40-43
Accreditation, 78
Activities, student, 22
Administrative Officers, 82
Admissions Procedures, 5
  regular undergraduate students, 5
  special undergraduate students, 7
  foreign students, 7, 8
  medical examination, 20
  non-credit students, 12
  transfer of credits, 5, 6
Advisers, 82
Advertising, courses in, 43, 44
Aids to Improve Scholarship, 19
Alumni Association, 79
American Studies, 13
Amount of Work, 23
Auditing, courses in, 42

Bachelor Degree, 28-31
Basic Writing Practice, 19
Board of Trustees, 79
Building, 76
Business Law, courses in, 44, 45
Business Research, courses in, 59
Business Teacher Education, courses in, 45-47

Calendar, 3
Certificate Programs, 33, 34
  Accounting, 34
  Credit Management, 35
  Foreign Trade, 36
  Office Management, 36
  Personnel Administration, 37
  Purchasing Administration, 37
  Real Estate, 38
  Secretarial Practice, 38
Competitive Scholarships, 67
Conduct and Discipline, 26
Continuing Education, 14
Correspondence Study, 13, 14
Counseling, 18
Courses, description of, 40
Credit Management
  certificate in, 35
  courses in, see Finance, 53
Credits, tuition, 75
Curriculum, organization, 11

Description of Courses, 40
Degree, Bachelor of Science in Business Administration, 28
Directions for Correspondence, 81
Discipline, 26
Dismissal, 25

Economics, courses in, 47-49
Education, Business Teacher, 45
Educational Counseling, 18
Electronic Data Processing, courses in, 59
Employment, student, 21
Entrance Examination, 5
Equipment, library, 76
Examination, medical, 20
  proficiency, 23
Exporting, courses in, 54

Extended Payment Plan, 74
Extension Courses, 15

Faculty, Business Administration, 85
Fees, 73
Finance, courses in, 51-53
Foreign Students, 7
Foreign Trade, certificate in, 36
courses in, 53-55
Franklin Honor Society, 17

General Information, 76
Government, student, 22
Grades, 24
Grade Points, 24
Graduate Programs, 32
Graduation Exercises, 31
fees, 72

Health Insurance, 20
Health Service, 20
High School, admission from, 5
High School Scholarships, 67
Honors, 17
Housing, 9

Importing, courses in, 54
Independent Study, 23
Income Tax, courses in, 42
Industrial Management, courses in, 57
Insurance, courses in, see Finance, 52, 53
Insurance for students, 20
Investments, courses in, 52

Labor Education Division, 14
Laboratory Fees, 74
Library and Equipment, 76
Loan Funds, 71

Location, 2
Locker Rental Fees, 74
Management, courses in, 55-59
Management Seminar for Executives of Smaller Firms, 39
Marketing, courses in, 60-62
Medical Examinations
entrance requirements, 20
Merchandising, courses in, 62
Metropolitan Players, 22

National Defense Loans, 70
Non-Credit Students, 9

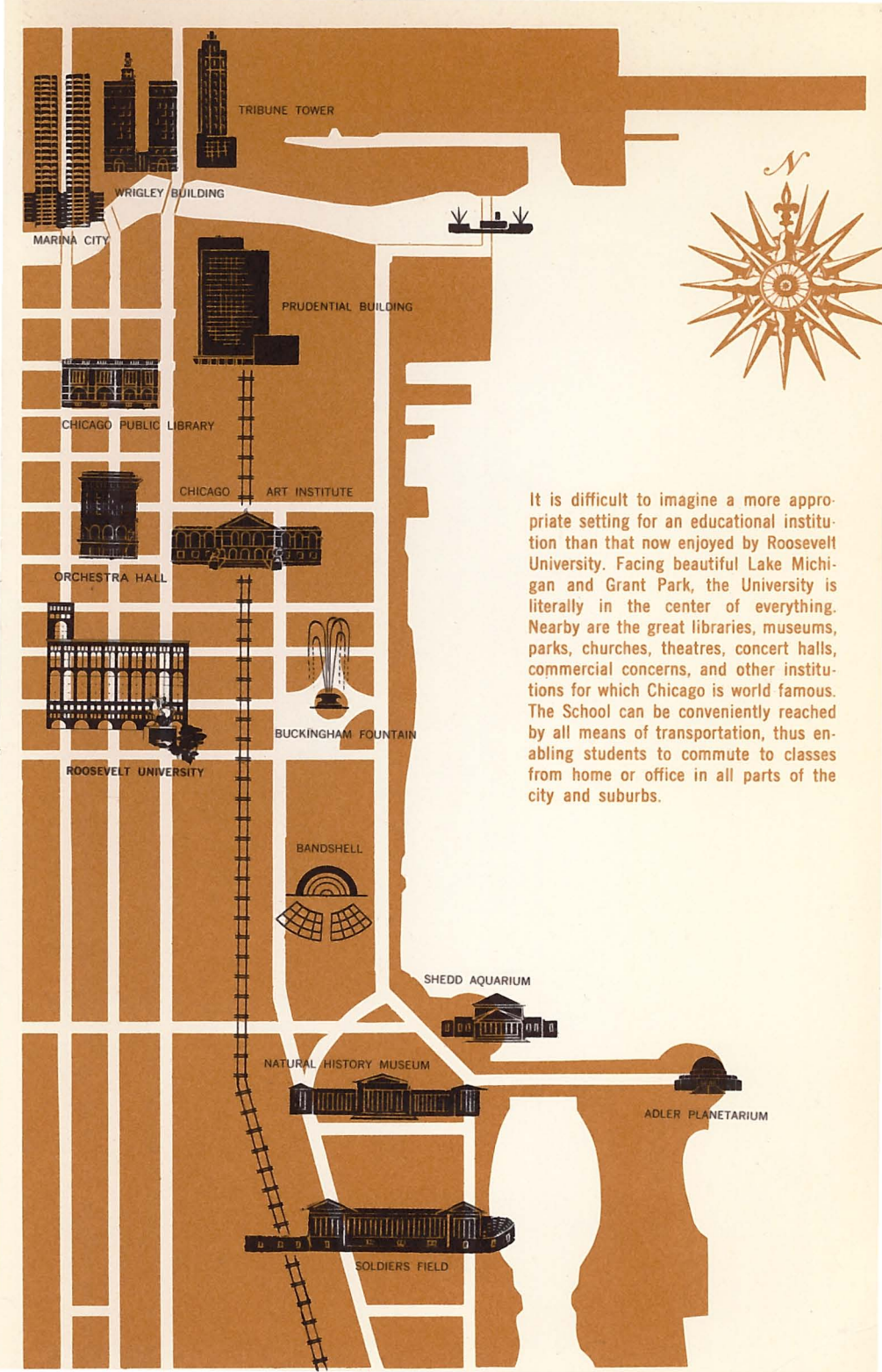
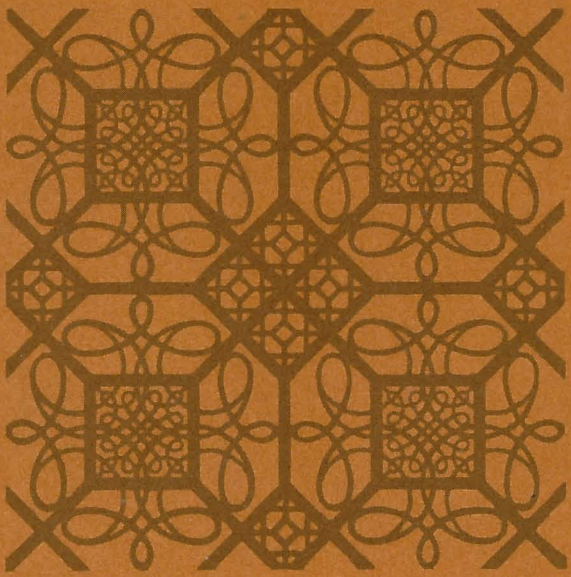
Objectives, 1
Office Hours, 81
Official Directory, 79-84
Office Management,
certificate in, 36
courses in, see Management, 55
Orientation, 19
Organization of Major Programs of Study, 11
Organizations, student, 22
Other Programs of Study, 32

Payment Plans, tuition, 74
Personnel Administration,
certificate in, 37
courses in, 62-64
Physical Education, courses in, 21
Physical Examination, 20
Placement Service, 20
for students, 21
for graduating seniors, 21
for teachers, 21
Pre-legal Program, 33
Prepayment of Tuition, 74
Probation and Dismissal, 25
Proficiency Examinations, 23

Programs of Study, 27
Accounting, 40
Advertising, 43
Business Law, 44
Business Teacher Education, 45
Economics, 47
Finance, 51
Foreign Trade, 53
Management, 55
Marketing, 60
Personnel Administration, 62
Real Estate, 64
Secretarial Practice, 66
Property Management, courses in, 65
Publications, 22
Public Finance, courses in, 50
Purchasing, certificate in, 37
courses in, see Management, 58
Radio Workshop, 22
Reading Improvement Program, 20
Real Estate, certificate in, 38
courses in, 64, 65
Recreation, 21
Refunds, tuition, 75
Registration Fee, 73
Reinstatement, 25
Remedial Programs, 19
Requirements for Admission, 5
Requirements for Certificates in Business Administration, 33
Requirements for Degree of Business Administration, 28
Retail Merchandising, courses in, 61
Scholarship and Student Aid, 67-71
Scholarship Funds, 68
Scholastic Regulations, 23
School Year, 78
Secretarial Practice,
certificate in, 38
courses in, 66
Semester Hours, 24
Service Personnel, Extension Courses, 15
Shorthand, courses in,
see Secretarial Practice, 66
Small Business Management,
courses in, see Management, 58
Special Undergraduate Students, 7
Sports and Recreation, 21
Statistics, courses in,
see Economics, 48, 49
Student Activities, 22
Activities fee, 74
Assemblies, 22
Franklin Honor Society, 17
Metropolitan Players, 22
Radio Workshop, 22
Roosevelt Torch, 22
Student Government, 22
Student Aid, 67
Student Conduct, 26
Student Loans, 70
Student Services, 18
Counseling, 18
Health Service, 20
Orientation, 19
Physical Education, 21
Placement Service, 20
Summer Term, 78
Systems and Procedures, courses in, see Management, 57, 59

Teacher Placement, 21
Teaching Program, 45
Testing and Counseling, 18
Theater, 22
Torch, student paper, 22
Transfer of Credits, admission procedures, 5
Transcript Fee, 73
Tuition and Fees, 72
Tutoring Fee, 73
Typewriting, courses in, see Secretarial Practice, 66
University Honors, 17
Veterans' Affairs, 15
Vocational Counseling, 18
Withdrawals, 75

ROOSEVELT UNIVERSITY
1ST PLACE
ROOSEVELT UNIVERSITY
1ST PLACE
1962 1963
SOCIETY FOR ADVANCEMENT
OF MANAGEMENT



It is difficult to imagine a more appropriate setting for an educational institution than that now enjoyed by Roosevelt University. Facing beautiful Lake Michigan and Grant Park, the University is literally in the center of everything. Nearby are the great libraries, museums, parks, churches, theatres, concert halls, commercial concerns, and other institutions for which Chicago is world famous. The School can be conveniently reached by all means of transportation, thus enabling students to commute to classes from home or office in all parts of the city and suburbs.